

**MON REPOS VILLA, BRITISH VIRGIN ISLANDS
VILLA RENTAL TERMS & CONDITIONS**

Guest Name	
Arrival Date	
Departure Date	

ACCEPTANCE OF TERMS AND CONDITIONS

When a reservation for a villa is made, the agent will send you a booking confirmation and invoice for the total monies owed on the rental of the villa. The Terms and Conditions of this villa rental will be considered binding from the time that the agent receives your deposit.

In sending the deposit, the agent assumes that you have acknowledged the Terms and Conditions of the villa rental and that you accept and agree to any limitations, terms and conditions. If you have any questions or queries on any of the terms and conditions, please ensure you contact the rental agent before you send your deposit.

PAYMENT

Invoice

At the time you make the booking, we will send you an invoice confirming the rent and other applicable fees, which will include 10% Government Hotel Accommodation Tax, the 10% service charge and the damage deposit of \$1,000, together with any extra items you may have requested in advance.

Deposit

In order to secure your villa reservation you must send a deposit of 50% of the total amount due within 7 working days of making the booking. If the agent does not receive the deposit within 7 days of booking, we will assume that you do not wish to proceed and we will immediately cancel your booking.

Final Balance

The balance of the invoice is due not less than 60 days prior to your arrival.

Payment Method

The agent is only able to accept payments in US dollars. Payment may be made by wire transfer. For wire transfers, the details are as follows: Funds are wired to Citibank. Recipient is Raymond James which has an account with Citibank. Final credit will be applied to the Villa Owner Charlene Henderson. Detailed wire instructions can be provided upon request.

DAMAGE DEPOSIT

A damage deposit of \$1,000 is payable together with the payment of the total rental rate. This sum will be refunded to you within 6 weeks of the date of the end of your stay, providing the property is left in acceptable order and there are no outstanding amounts payable. If there are outstanding items such as long distance telephone calls made during the duration of your stay, the property is left exceptionally dirty (requiring extra cleaning); charges for personal laundry or any other items, the amount will be deducted from the Damage Deposit and the remainder, if any, will be returned to you.

CANCELLATION POLICY

Cancellation

On receipt of your deposit, your reservation is confirmed. If the reservation is cancelled within the 60 days of your arrival, the agent will retain 100% of your total rent. If the cancellation results in the property being rented to a third party for the same dates, the agent will provide compensation of 80% of the total rent and the agent will retain 20% of the total rent. If the number of people changes or there is a change in arrival or departure dates, the agent is unable to guarantee any refund.

Changes

Any changes to the members of the group or arrival and departure dates must be submitted in writing to the rental agent. On occasion, the agent may be able to renegotiate terms with the landlord and reschedule your reservation to a later date with no penalty.

TRAVEL INSURANCE

The agent strongly advises that you purchase travel insurance in the event that you may need to cancel your trip. Travel insurance should cover all non-refundable prepaid travel expenses.

RATES AND WEBSITE

The agent is not responsible for any omissions, typing errors or incorrect information such as rates. We do take time to ensure that the site is accurate and up to date. Rates and property details are subject to change without notice.

STANDARD TERMS AND CONDITIONS

LIABILITY

The agent for the property accepts no liability for any loss, damage, injury or death that may result to any person or property by/from any cause whatsoever due to the guests use of the said property or any equipment in the said property. The agent also accepts no liability for any accident, delay or irregularity occurring in the act of conveying passengers to or from their villa by independent transportation operators. This can be taken to include taxis, fire cars, ferries and airlines.

The guest is also responsible for the property for the duration of their stay. The guest must ensure all doors and windows are locked if the property is left unattended and that they have secured any personal property. Guests are also asked to observe any warnings or cautions as outlined by the property representative on arrival at the destination.

LIABILITY WAIVER

The guest must signify acceptance of the accompanying waiver document by signing said document which will be provided by the agent.

MAINTENANCE

The agent makes every effort to ensure that the property and appliances are in working order. If a maintenance issue does occur, every effort will be made to rectify/repair the issue as soon as possible after the problem has been reported. The agent appreciates any problems bring reported immediately using the 24 hour telephone numbers as explained in your orientation. It is the responsibility of the guest to report any issue immediately. The agent will not, however, provide any compensation for failure of devices or services such as electricity supply, telephone service, water, pool filtration systems, hot tubs, air conditioning, television or cable service, appliances, etc.

PETS

The guest may not bring any pet or animal to the property without prior consent of the agent or property representative. This consent must be confirmed in writing prior to your arrival. If any evidence is found of an animal or pet being on the premises during the Guests stay, the guest will be evicted from the property with immediate effect. The entire rent and damage deposit will also be retained.

STANDARD AMENITIES

The agent is unable to provide a complete inventory as each property is privately owned and at times may differ. There will however be standard items which will be found in every property. This includes bed linen, bath towels, beach towels, telephone including local calls (overseas call can be made via credit card

or calling card), blender, coffee maker and toaster. Utilities are included in the rental price. Please remember that water and electrical power are precious resources in the Islands.

CLEANING

Mon Repos is cleaned and prepared before guests' arrival. You will have daily housekeeping services except on Sundays and public holidays; however housekeeping can be arranged for you on those days at an extra cost. Housekeeping services will cover changing bed linen and towels, and cleaning bedrooms, bathrooms, kitchen and other communal areas. This service does not include extra services such as cooking, babysitting and personal laundry. The agent will be pleased to organize any of these services for you at an extra cost.

DRUGS AND HAZARDOUS MATERIALS

Guests are prohibited from bringing illegal drugs and hazardous materials especially inflammable fluids such as gasoline, kerosene, naphtha or benzene. This also includes any items that may be considered threatening to life or limb.

VILLA ENTRY

The agent and/or property representative reserves the right to enter the property to provide any repairs or maintenance that are deemed necessary.

KEYS

Guests must ensure that they know where to find and leave the keys for the property. Please check before you arrive if you are unsure. Any keys lost or mishandled will be charged at \$35 per set. Any remote controls will be charged to the guest at replacement value.

QUIET ENJOYMENT AND PARTIES

Many of the properties are situated in residential areas. The atmosphere of the area must be adhered to by the guests. The agent wishes to retain a family atmosphere and therefore properties will only be rented to families and responsible adults. Please ask when reserving a property if you do wish to be in a livelier area as we can assist you to find a property that is more suited to your requirements.

RESTRICTED USE

The total number of people allowed in the property is restricted to the number that have been paid for and scheduled for. This is based on 2 persons sharing one bedroom. Therefore the number of guests on the property must not exceed 8 persons. If the group has been misrepresented in any way, the difference in rates is payable immediately or the guests will be immediately evicted with no refund.

SUBSTITUTION

In the event of the property becoming unavailable for the guests due to the property having a problem or being deemed by the agent as substandard, the agent reserves the right to substitute with comparable or upgraded accommodation for the duration of the stay. If the agent is unable to relocate you, we will provide a full refund.

ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS

Guest Details (TO BE COMPLETED BY GUEST)	
Name	
Address	
Email Address	
Telephone Number	
Number of Adults	
Number of Children	
Date of Arrival	
Date of Departure	
Broker/Agent Details	
Name	
Address	
Email Address	
Telephone Number	
Details of Charges	
Nightly Rate	
Number of Nights	
Subtotal	
10% Service Charge	
10% BVI Hotel Tax	
Total	
Security Deposit	\$1000

We hereby agree to the terms and conditions outlined above for the rental of Mon Repos Villa, British Virgin Islands.

Sign: _____

Print Name: _____

Date: _____

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