

**PERSONAL DETAILS**

First Name		Last Name	
Address			
Suburb		City	
Postcode		Country	
Phone Number		Mobile Number	
Email Address			

Please ensure the email address you supply is active. All forms of communication will be sent to the email address you state.

**BACH DETAILS (refer to Schedule 3)**

Bach Name		Admin Fee		Mandatory Add \$28
Location		Departure Clean		Mandatory See Webpage for Pricing
Nightly Tariff		Additional Guests Or Sleep out		from \$25.00/night per person per length of booking
No. Nights		Linen Hire (Queen Set) Number of sets required		Add \$5.50/night Min charge \$37.50 per set
Arrival Date		Linen Hire (Single Set) Number of sets required		Add \$3.00/night Min charge \$21.00 per set
Departure Date		Linen Hire (Extra Towels) Number of sets required		Add \$0.75/night Min Charge \$3.50 per towel
No. Adults		Rubbish Removal	Y / N	Add \$12.50 per Bag Minimum Charge \$28.00
No. Children (2-16)		Pets Subject to approval	Y / N	Add \$10.00/night Min Charge \$50.00 per pet
No. Infants (under 2)		Internet Banking Processing Fee	Y / N	Add \$20

**PAYMENT OPTIONS**

No Deposit is required. To secure any bookings we need you to provide your credit card details, whether payment is via Internet Banking or Credit Card. Please Circle Method of payment. A 'Confirmation' with your details, will follow via email within 24 hours.

Credit Card	Card Type (Circle One)	VISA	MASTERCARD
	Card Number	_____ / _____ / _____ / _____	
	Expiry Date	_____ / _____	
	Full Name on Card		
	Signature	X	
I authorise RENT A BACH to deduct the total tariff from my credit card 21-28 working days prior to my booking.			
Direct Credit	RENT A BACH Bank details are Bank of New Zealand, Wellington Branch, Account No. 02 0500 0274614 05 Full tariff and Bond is required 21 working days prior to your booking, please ensure to add your surname as a reference.		

**AUTHORISATION AND SIGNATURE**

I declare that I am over 18 years of age and that this booking is made in accordance with RENT A BACH terms and conditions (schedules 2 and 3), I agree to be responsible for all charges due and payable on this holiday bach booking. Furthermore I agree that RENT A BACH may debit my credit card or other means for any costs incurred or damage caused to the holiday home/bach or its contents by myself or any other member of my group during the term of our stay. All information I have provided on this form is true and correct.

Today's Date	
Full Name	
Signature	X

Please complete by faxing to RENT A BACH - Fax +64 4 974 4816  
RENT A BACH PO Box 38 326 Wellington Phone 04 589 2224 International +64 4 589 2224

**CONTRACT OF HIRE**

The holiday contract is between the guest (being the person signing the contract and all those staying at the holiday home and any invitees of the guest) and the Owner of the property for which the holiday booking is made and is subject to the conditions as stated in this document. The holiday contract is not effective until RENTABACH has sent to the guest, a written confirmation of the Booking. RENTABACH acts as booking agent for the owner, and are not the Principals

**HOLIDAY BOOKING CONFIRMATION**

Once RENTABACH has dispatched a confirmation to the guest, the guest is responsible for the full tariff as shown on the confirmation form.

**PAYMENT**

No Deposits are required. The full amount owing as per the confirmation form is due 21 days prior to each booking and is payable via internet banking or credit card.

**MANDATORY BOND**

For all holiday bookings whether paid by Bank Cheque, Direct Credit, or Credit Card RENTABACH require a mandatory Bond to cover any costs incurred or damage caused to the holiday bach or its contents by the guest during the term of their stay. The amount of this bond is calculated at one-third of the total holiday amount, a minimum of \$200.00 and a maximum of \$1000.00. The bond is usually held by way of an un-presented credit card voucher by providing credit card details in the space provided on the Booking Request Form. The bond may alternatively be made by way of a deposited cheque or direct credit if preferred which would be subject to refund within 7 days after completion of your holiday stay provided no claim is required to be made.

**CANCELLATION POLICY**

Should the guest decide to cancel at any stage and RENTABACH are not able to fulfil the confirmed booking then the guest will be charged full tariff. However should RENTABACH manage to rebook the guests cancellation, a 10% cancellation fee will apply.

**CHANGES TO HOLIDAY BOOKINGS**

Any alteration to a confirmed holiday booking will incur a minimum administration fee \$35

**ARRIVAL AND DEPARTURE TIMES**

The holiday Bach you have booked will be ready for occupation at 3.00 pm on the day of arrival and should be vacated by 11am on the day of departure. (otherwise stated on the confirmation form)

**LINEN AND TOWELS**

All holiday guests are required to provide all their own linen. Pillows, duvets or blankets are available at most holiday home/baches. A linen hireage is offered upon request, this must be booked in advance.

**BARBEQUES, FIREPLACES, WOODFIRES, LOG FIRES, GAS HEATERS**

The guest is responsible for the replacement of all consumables products i.e. barbeque fuel, the Owner is not in any way held responsible for not supplying firewood or gas

**PETS**

Some owners will accept one well behaved dog or cat. This is only allowed when prior arrangements have been sort. In all cases where a pet has been accepted, the guest undertakes to clear the property of any droppings and to ensure the pet is kept outdoors at all times unless it has been specifically arranged. A surcharge applies.

**BACH AVAILABILITY**

RENTABACH holiday contract is made on the understanding that the holiday Bach and its facilities as stated in the confirmation will be available to the guest. Should events arise beyond the control of RENTABACH and render the property unavailable (i.e. flood, fire etc) then RENTABACH may be forced to cancel the holiday booking. However should such circumstances arise RENTABACH will endeavour to relocate the guest to a holiday home of similar standard in the same area. Where this is not possible RENTABACH will refund all monies paid in respect to the holiday. The guest will have no further claim against the owner of the holiday home or RENTABACH.

**RESPONSIBILITIES OF THE GUEST**

The guest is responsible for the holiday bach during their stay. RENTABACH expects the guest to take all responsible care of the holiday bach and at the end of their holiday to leave the property clean and tidy. This includes cleaning all utensils and equipment, returning all furniture and appliances to where they were on guest arrival and disposing of all rubbish. If RENTABACH finds that the property has not been left clean and tidy, RENTABACH will bill the guest for the extra time required for cleaning and deduct payment for this from their bond.

**GROUP SIZE**

The number of people occupying the property is, under no circumstances, to exceed the number of people (stated on the booking form and signed by the guest) shown on the guests confirmation. The contract will be terminated by RENTABACH if the guest number is exceeded.

**DAMAGE/ACCIDENT**

The guest is legally responsible for all breakages and damage that may occur during the holiday and any cost for repair or replacement may be billed and payment for this may also be deducted from their bond. Any damage/breakage must be reported to RENTABACH immediately.

**HOLIDAY HOME SERVICE AND FEATURES**

Where additional amenities such as spa pools, canoes, barbeque outdoor fires, boats are shown as being available, the use of any such additional amenities is entirely at the guests risk. RENTABACH and the owner accepts no responsibility for any injury or loss to the guest or their belongings so please be aware of your own safety whilst using such leisure equipment

**VEHICLE AND BELONGINGS**

All vehicles, baggage and personal belongings are at the risk of the quest at all times. RENTABACH and the owner accepts no responsibility for any injury or loss to the quest or their belongings.

**HOUSE DESCRIPTION**

All information displayed on [www.rentabach.co.nz](http://www.rentabach.co.nz) website which is supplied by property owners is believed to be true and correct at the time of printing. However, all details contained in the website is subject to change without prior notice. RENTABACH accepts no responsibility for any alterations to the holiday bach descriptions made beyond their control i.e. damage caused by exceptional weather conditions, breakdown of appliances, wiring or plumbing, invasion of pests or negligence on the part of the owner causing loss, accident or injury. We will however make every effort to remedy any such situation by contacting the owner for instructions e.g. organising a tradesmen for repairs, this being at the sole discretion of the owner.

**PRIVACY ACT**

All information gathered about the guest or in relation to the guests financial circumstances has been collected by RENTABACH for its general requirements and to determine the credit worthiness of the guest. This information will not be shared with any 3rd party.

**POINTS OF LAW**

Should any disputes arise between RENTABACH and the guest which cannot be mutually resolved the matter will be referred to the arbitrator of a single arbitrator if one can be agreed upon and failing agreement, to the President for the time being of the Arbitrators and Mediators Institute of New Zealand who shall appoint a sole arbitrator. Such arbitration to be carried out in accordance with the provisions of their Arbitration Act 1996 and shall be final.

**FORCE MAJEURE**

RENTABACH is not responsible for non-availability or early termination of a holiday bach contract by reason of any matter, type or nature whatsoever such as an act of war, natural disaster or acts of God.

**PLEASE NOTE**

RENTABACH has a NO PARTY rule in all properties, and can not be used for any commercial activities, weddings, parties, workshops, gatherings, or any other functions.



**ADMIN FEE**

This standard Mandatory fee applies to all bookings, covers all administration costs, a holiday information/ key pack couriered to each holiday guest, containing bach keys, a prepaid envelope to return keys back by post, maps, house rules, local information, doc brochures, rubbish bag, and other points of interest.

Mandatory Fee	\$28.00	Per Booking
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**EXTRA GUESTS**

All extra guests are charged for the duration of the length of stay not for single nights

Extra Guests	See webpage for pricing	Per extra person this includes children and Infants
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**DEPARTURE CLEAN**

After each guest has departed, RENT A BACH appoints a cleaner to do a General Clean, this includes; vacuum all floors, wet mop floors, wipe out fridge and microwave, wipe kitchen surfaces, light general dust, clean shower trays and walls, bath, hand basin, vanity and toilet.

Mandatory Fee	See webpage for pricing	<b>Please Note:</b> All guests must leave the holiday bach tidy by returning all furniture back to its original place, dishes washed and put away, this includes the dishwasher. Failing to do so, guests will be charged at the hourly rate. Currently set at \$35/hour
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**LINEN HIRE (per service)**

All linen is of the highest quality and are available in sets only. The rates for linen and towel hire as listed minimum charges apply to hireage for up to 7 nights or per service change, over 7 nights an additional nightly rate will apply. Any linen lost or damaged will be charged for the cost of replacement. All linen hire must be ordered in advance.

Double Set King/Queen/Double Bed	\$5.50/night per set	Each Set Contains 2 Sheets, 4 Pillow Cases, 4 Bath Towels, 2 Face Cloths, 2 Tea Towels	Min Charge \$37.50 Per Service, Per set
Single Set Single Bed	\$3.00/night per set	Each Set Contains 2 Sheets, 2 Pillow Cases, 2 Bath Towels 1 Face Cloth, 1 Tea Towel	Min Charge \$21.00 Per Service, Per set
Extra Towels	\$0.75/night per extra towel	Per Additional Towel	Min Charge \$3.75 Per Service, per towel

**RUBBISH REMOVAL**

All holiday guests are required to remove all rubbish from site, or a Rubbish Removal service can be provided, this must be booked in advance.

Rubbish	\$12.50	Per Rubbish Bag	Min Charge \$28.00 Per Disposal
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**PETS**

Some bach owners will accept one well behaved dog and or cat. This is only allowed when prior arrangements have been sorted, in all cases where a pet has been accepted, the guest undertakes to ensure the pet is kept outdoors at all times unless it has been specifically arranged and is responsible to clear the property of any animal droppings. Failing to do so, guests will be charged at the hourly rate. Currently set at \$35/hour.

Pets	\$10.00/night Per pet	This applies to dogs and cats	Min Charge \$50.00 Per Pet
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