

LICENCE AGREEMENT - NELL GWYNN HOUSE

NL

Please check availability prior to returning this licence fully completed.

Date of Agreement	
Licensor	NELL GWYNN HOUSE APARTMENT 2 LIMITED on behalf of the Leasehold Owner
Service Company	NELL GWYNN HOUSE APARTMENT 2 LIMITED
NAME/COMPANY NAME (Customer)	
ADDRESS	
CITY / Post Code(ZIP)	
Contact Numbers	Telephone: _____ Fax: _____ Mobile: _____
Contact Email	
Building	The building known as NELL GWYNN HOUSE, SLOANE AVENUE,LONDON SW3 3AX

Accommodation details

Flat	TYPE of flat: Studio <input type="checkbox"/> 1-Bedroom <input type="checkbox"/> 2-Bedroom <input type="checkbox"/>
	TYPE of bed: Double: <input type="checkbox"/> Single: <input type="checkbox"/> Twin: <input type="checkbox"/>
	Additional Beds : *Single Sofabed <input type="checkbox"/> **Double Sofabed <input type="checkbox"/>
	[*£10 surcharge/wk applicable] [**£20 surcharge/wk applicable]
	Total Number of People: <input type="text"/>

Arrival & Departure Dates

Initial Licence Period	Starting at 3.00pm on	Ending at 11.00am on
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Rates/charges

Licence Charge	£ _____ per week including services payable in advance.
Refundable Deposit	£ 350 (Studio) <input type="checkbox"/> payable in advance. £500 (1 & 2 bedroom) <input type="checkbox"/> payable in advance

The Customer is responsible for paying the Deposit, Licence & Service Charge and any charges due on extension of this Licence

Occupier(s) :	
(if different from customer)	

Home Address	
Overseas Visitors	Nationality: _____ Passport No.: _____
	Can be filled in on arrival if Occupier is not the Customer

Method of Payment

For the advance booking, Deposit, Licence & Service Charges for the initial Licence period:-

1a. Bank Transfer or 1b. Cheque

1c. Credit Card (Please enter details below)

I authorise you to charge Credit Card No:

/ / /

Expiry / Security code *1

for the Deposit of £ _____ plus the Licence & Service Charge for the initial Licence period of £ _____ /week and for any outstanding charges when they are due during my stay or at departure date

Holders Name _____ Holders Signature _____

2. I/We require additional charges including telephone calls to

Customer's account Occupier's account

If Customer's account, please complete section 3 below, if to Occupiers account, this section will have to be completed on check in.

3. In the case of outstanding additional charges at departure date, I authorise you to charge Credit Card

/ / /

Expiry / Security code *1

*1 This is the last 3 digit number on the signature strip at the back of your card.
Amex are 4 digits printed on the front right hand side of your card

Holders Name _____ Holders Signature _____

4. Refund of Deposit

The deposit will be refunded using the method of payment unless otherwise advised below

NB: If payment made by credit card refunds will only be made back to the same credit card

1. TERMS AGREED BY THE PARTIES:

- (a) Subject to the remaining clauses of this agreement and upon receiving the Deposit, Licence Charge & Service Charge, the Licensor gives the Customer the Licence to occupy the Flat with the Additional Occupiers during the Licence Period unless the Licence is ended earlier under clauses 3a and 3b below.
- (b) The Licence Charge includes maid service, electricity, hot water, colour television, lifts and 24 hour Porterage Service.
- (c) Pets which may damage the Building or may cause a nuisance or annoyance to other residents or visitors of the Building may not be kept or allowed to access the Building.
- (d) Licence & Service Charges are payable prior to arrival in pounds sterling only for the total Initial Licence Period. Payment by U.K. Bank cheque requires four days clearance. Any extension requires one weeks notice with further duly signed documentation and payment in advance. In the event the Customer is permitted to extend this Licence, then the Licensor may vary the weekly Licence & Service charge by such amount as it shall determine at its entire discretion regardless of its period of agreed extension. The Customer may within 24 hours of any such price variation give notice to the Licensor terminating the extension.
- (e) The Deposit, as shown on the Tariff and specified at the beginning of this Agreement depends on the type of flat. Reservations are only accepted upon receipt of the signed Licence Agreement together with the Deposit. The Deposit less any deduction will be refunded usually 10 days after the termination of this Agreement.
- (f) Any minor damage to the Flat and its contents caused by the Customer, Additional Occupiers or anyone in the Flat with the permission of either one will be deducted from the Deposit. Any substantial damage to the Flat, the Building or their contents will be invoiced separately and must be paid by the Customer immediately.
- (g) The Customer agrees to pay for any losses, claims, damage of expenses incurred by the Licensor because of anything done or not done by the Customer, any Additional Occupiers or anyone allowed in the Flat by either one.
- (h) Immediately on termination of this Licence the keys should be returned to the Porter's desk. Additional hours will be charged on a complete day basis and will include charges for any time during which the Customer has vacated the Flat but the Licensor is unable to allow another Customer to enter the Flat because of the Customer's actions. Un-returned keys will be charged for at £100.00 plus V.A.T and deducted from the Deposit unless other deductions from the Deposit mean that there is insufficient value left in which case the Customer will be invoiced separately. The inventory list in your arrival envelope must be signed and returned to the office within 24 hours. If the list is not returned within 24 hours from arrival then the inventory has been accepted by the Customer.
- (i) The Customer is not to make any alterations to the flat or its contents, as listed, nor use the flat for any immoral act or do anything which may be a nuisance or annoyance to the Licensor, the building or neighbours.
- (j) The Licence is personal to the Customer and is not assignable. No other persons may have the benefit of this Licence. The Customer agrees that any invoices, reminders or legal notices may be served on him/her by leaving the same at the Flat.
- (k) For cancellation by the Customer prior to the scheduled arrival date, the Deposit is NOT REFUNDABLE unless 2 weeks written notice is received in which case an administration fee of £100.00 plus V.A.T will be charged by the Service Company per flat reserved and deducted from the Deposit. No Refunds will be given on early departure.
- (l) The Licence Charge & Service Charge remain payable should unlawful cancellation nor in accordance with this Agreement by the Customer or termination by the Licensor, because of any breach of this Agreement by the Customer occur during the Initial Licence Period or any extension.
- (m) The Licensor and the Service Company will not accept liability for the loss or damage to the Customer's possessions which could have been prevented by the Licensor acting reasonably. No valuables should be left in the Flat.
- (n) The Licensor has the right to alter the flat allocated at any time. However, the newly allocated flat will not be of a significantly lower quality than that of the original flat.

2. SERVICES

- (a) The Service Company agree to provide only the following services to the Customer during the Licence Period, except as elsewhere mentioned in this agreement and as stated on the Tariff.
- (b) Cleaning of the Flat Monday to Friday (except Public and Bank Holidays) between 9.30am and 3.00pm. The maids are allocated time to wash up no more than 12 breakfast items only.
- (c) Provision of fresh linen and towels at the start of the Licence Period and one change of linen and towels per week. The Licensor will make available to the Service Company a set of keys to enable the cleaning to take place.
- (d) Subject to payment by the Customer of the telephone charges to the Service Company, a direct telephone line will be provided. Telephone charges are explained on the Telephone Tariff Card placed in the flat. A unit is charged at approximately 20 pence plus V.A.T. Intermediate telephone accounts will be rendered periodically by the Service Company and are payable within 48 hours.

3. DETERMINATION

- (a) The Licence granted in Clause 1 (a) above may be terminated upon not less than two days notice given by the Licensor or the Service Company at any time following any breach by the Customer of his/her obligations under this agreement.
- (b) Access to the flat by the Customer is only permitted when all due charges to the Licensor and the Service Company are paid in full.

4. DATA PROTECTION

The Licensor is the data controller in respect of the information submitted by the Customer in this Agreement and will disclose such information to the Company and other companies in the Licensor's group. Your data will be used for:

- arranging for the Customer's use of the Flat
- providing the services under this Agreement including the cleaning services
- obtaining payment
- refunding the Deposit as necessary
- control of keys to the flat

By signing this Agreement the Customer consents to the use of its data as specified above

5. LAW AND JURISDICTION

This Contract is subject to the law of England and Wales.

(a) Signed _____ Dated _____
Customer

For Office Use Only

(b) Signed _____ Dated _____
For and on behalf of Nell Gwynn House Apartment 2 Ltd on behalf of the Leasehold Owner

(c) Signed _____ Dated _____
For and on behalf of Nell Gwynn House Apartment 2 Ltd