

# Booking Procedure for Marlow Apartments Holiday letting.

To make a booking for the apartment please use one of the methods below:

1. Email the booking details below to: [enquiries@marlowapartments.co.uk](mailto:enquiries@marlowapartments.co.uk)
2. Phone us: +44 (0) 7737 287 485
3. From website on the Reservations and Contact page you can send an enquiry

When completing the booking form please pay particular attention to the dates as arrival and departure dates are critical to our schedules. Check which date you fly and which date your arrive, as we would not wish to have anyone arrive on the wrong day.

Alternatively you can post to: E Stewart, 2 Ryans Mount, Marlow, Bucks SL7 2PB, England.

## Bank Details

**Sort Code:** 40-32-19    **Account code:** 21477412  
**IBAN:** GB22HBUK40321921477412  
**Account name:** Marlow Apartments - Evelyn & Ian Stewart  
**Bank:** HSBC, High Street, Marlow  
**New Bank BIC (BIC8):** HBUKGB4B  
**Branch BIC (BIC11) code:** HBUKGB4145L  
Cheques payable to "Marlow Apartments"

If you would like to pay with Paypal please contact me and I will send you an invoice via Paypay. Please note there is an extra 4% charge to use this service.

**Confirmation will be sent by return once we have received your deposit.**

**Booked:**  Two Bedroom Apartment    **Please tick the desired property.**  
 One Bedroom Apartment

**Names of all party members.....**  
.....  
.....  
.....

**Address .....**

**Zip/Post Code ..... Tel: ..... Mobile: .....**

**Dates required: Arriving ..... Departing.....by 10am**

**Number of nights ..... Number of guests .....**

**The accommodation is 1 king/superking size bed and 2 single**

**Sleeping request: King/Superking ..... Single.....** (So we can then organise the appropriate linens for you)

**Cost of apartment: £.....**

**Booking deposit: £100 per week booked**

**Amount sent: .....**

**Final balance is due 4 weeks before you arrive £..... Due on .....**

**Details of arrival time on or after 4pm: .....**

I agree to the Marlow Apartments Terms and Conditions which I have downloaded from the Marlow Apartments website and read.

**Signature**

### **Confirmation**

Upon receipt of your booking details and your deposit the booking will be secured. It is important to ensure that the booking deposit reaches us as soon as possible after requesting a booking. We will send you, by return, our confirmation of receipt of your deposit.

### **Full Payment**

Full payment for the first week must be received at least FOUR WEEKS in advance of your arrival.

### **Arrival**

Evelyn and Ian Stewart like to welcome all guests personally so it is important that we know your expected arrival time. Please phone us if you are delayed. On your arrival day someone will be on our mobile 07737 287 485. We will settle you into the apartment and explain any details. We do have a key safe where we can leave the keys for you if you would prefer.

### **Information**

- Lounge with widescreen HD TV and dining area
- Fully equipped kitchen
- Located in a superb position close to Marlow High Street and train station
- Off street parking
- Secure Broadband access - WiFi
- Freeview TV and bluetooth speaker
- Laundry facilities
- Easy access to M40 and M4, 30 mins to Heathrow
- Within easy access of Marlow are: Windsor Castle, Henley, Legoland, Royal Ascot, Dorney Lake, Oxford, Maidenhead, High Wycombe, Chilterns, Stratford upon Avon, London accessible by train or car (1 hour)
- Inclusive of bed-linen, towels, all utilities and weekly cleaning
- We can supply high-chairs and travel cots by request
- Sorry, no pets
- No Smoking in apartments.
- Ideal for business visits, relocations, family holidays, and longer stays

If you require further information please do not hesitate to contact Evelyn on [enquiries@marlowapartments.co.uk](mailto:enquiries@marlowapartments.co.uk) or 0044 7737 287 485