

Reading Shortstay

Serviced Apartments

Terms and Conditions.

Booking procedure

In order to book accommodation with us, please send us an email, use the web site Contact Us form or call us to enquire about availability. To secure a booking you will need to return the signed booking form to us together with payment of a booking fee, (25% of total stay). This booking fee will be withheld if we do not have adequate notice of cancellation (28 days minimum) or if we are not able to re-let the apartment.

When to pay

The balance is required 14 days before your arrival date. If you book within 14 days of arrival date the full amount is required at time of booking.

Security Deposit

A security deposit of £500. UK pounds is required and this can be paid in cash on arrival or bank transfer when booking, Except in the case of normal wear and tear you are responsible for any damage or loss to the property or its contents during your stay. This applies to yourself and anyone else with you, causing accidental or wilful damage. Deposits are fully refundable upon departure, provided that no damage or loss has occurred.

Methods of Payment

Payment may be made by cheque, made payable to:- JL Kirtley and sent with your completed booking form to Reading Shortstay Apartments, 14 Grovelands Reading Berks. RG30 2NY We will also accept cash , or bank transfer made to :- JL Kirtley, Nat West Bank, sort code 60-17-21 account 15845591- Swift / Bic code- NWBKGB2L, Iban international no GB38NWBK 60172115845591

Facilities and Services

All apartments are fully furnished and include an equipped kitchen with appliances, cutlery, crockery, kitchen utensils, iron, ironing board and hair-dryer.

No meals are provided. We do however provide a welcome food pack which consists of fresh milk, bread, breakfast cereal, tea, coffee and sugar.

A full inventory of furniture, appliances, equipment, fittings, linen, and towels will be in the apartment.

No items may be removed from the apartment under any circumstances.

Unless otherwise specified, the prices quoted include a weekly housekeeping service, bed-linen and towel change, utilities, taxes, cable TV and Broadband internet access

Loss or Damage

We do not accept responsibility for any loss or damage to your goods, personal belongings or personal injury to you or any other member of your party. We advise you to have your own insurance cover.

We will not be liable for loss or expenses incurred if your booking is changed or cancelled by us or if we are unable to fulfil our terms of contract caused by events beyond our reasonable control.

Rights of Access

We reserve the right to access the apartment at any reasonable time for the purpose of maintenance work or service.

The apartments are primarily used as serviced holiday accommodation, therefore are exempt from tenure legislation.

Only persons notified on the booking form prior to your arrival may occupy the apartment. Your booking cannot be transferred to any other person without written consent from us. All prices quoted are based on two people sharing and any additional adult would be charged £20 per night for the use of a fold out bed.

In the event of late night noise or offensive behaviour affecting other residents, we

reserve the right to terminate your stay.

We have a no smoking policy in the apartments and non compliance would mean a loss of deposit.

No pets or animals.

By signing the booking form you accept the terms and conditions of this letting agreement.

Arrival and departure

On your day of arrival it would be most helpful if you could telephone us to confirm your arrival time. We will arrange to meet you at the apartment to welcome you and help you with any queries you may have about the apartment or the local area.

The earliest time of arrival is 4:00pm on your arrival day.

On your departure day the apartment must be vacated by 10:00 am and the keys returned.

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Head Office 14 Grovelands Road Reading, Berks RG30 2NY
Telephone 0118 967 6654, Email enquiries@readingshortstay.com
Mobile 0786 355 4560 Web Site www.readingshortstay.com