

## **Hotel Deposits and Cancellations**

A prepayment has already been done for **Devon Hotel** which will be cancelled on **27 January**.

**For Villa grande, it will be cancelled on 15 January.**

From then onwards, hotels standard policies will apply.

### **Standard cancellations for Devon :**

Cancel 30 - 15 days prior to arrival	<b>50% of Total Accommodation charge</b>
Cancel 14 - 08 days prior to arrival	<b>80% of Total Accommodation charge.</b>
Cancel 07 - 01 day prior to arrival	<b>100% of Total Accommodation charge</b>

Within 24 hours of arrival or No Show: **100% of Total Accommodation charge**

### **Standard cancellations for Villa Grande:**

#### **The cancellation policy on individual bookings:**

Cancellations 0-7 days prior to arrival forfeit 100% if deposit paid

Cancellations 8-14 days prior to arrival forfeit 75% of deposit paid

Cancellations 15-21 days prior to arrival forfeit 50% of deposit paid

Cancellations 22-28 days prior forfeit 25% of deposit paid

Cancellations in excess of 28 days prior may incur a 10% administration fee to cover banking costs and handling fees

#### **The deposit amounts needed to confirm individual bookings:**

- 1) Arrival within 14 days of arrival 100% deposit
- 2) Arrival within 4 weeks 75% deposit
- 3) More than one month prior to arrival 50% deposit

### **Standard cancellations for Lanzerac Hotel**

1. **100% cancellation charge for total room services reserved if cancelled 7 or fewer days in advance ( this includes all "no-shows" - non-arrivals without written cancellation);**
3. **75% cancellation charge for total room services reserved if cancelled between 8 and 15 days prior to arrival;**
4. **50% cancellation charge as outlined above if cancelled between 16 and 30 days prior to arrival;**
5. **0% cancellation charge if cancelled 31 or more days prior to arrival.**