



## Terms & Conditions for Bed&Breakfast and Holiday Apartment Reservations

### 1. Early reservations: More than 1 month before check-in date:

Upon booking a deposit of one quarter of the amount invoiced is due for payment in order to get the booking confirmation.

The remaining three quarters become payable latest 1 week before the scheduled check-in date. For short time booking periods (1 – 3 days) an agreement on payment of the remaining amount by cash after arrival is also possible. The customer gets his invoice on booking with deposit amount indicated. For payment of the remaining amount no second invoice will be sent.

#### Cancellation:

In case of cancellation earlier than 2 weeks before the scheduled check-in date the Language Guesthouse will retain an administrative fee in the amount of the deposit (maximum 100 Euro).- Any further already paid amounts will be refunded to the customer. In case of cancellation later than 2 weeks before the scheduled check-in date the Language Guesthouse will retain an administrative fee in the amount of the deposit (maximum 100 Euro). Two thirds of the invoice amount will be retained as cancellation fee in case the vacancy cannot be filled by other guests. A cancellation fee of two thirds will also be retained, in case of a no show or in case of early departure after 50 % or more of the booked nights. No reduction of costs is possible in case of an early departure after having stayed already for more than 50 % of the booking period.

The Language Guesthouse retains the right to claim full payment also in case payment by cash after arrival was agreed. In any case of reimbursement bank charges due are the liability of the recipient.

To cover the risk of non-refunding of costs the Language Guesthouse recommends taking out travel cancellation insurance.

### 2. Reservations 1 month before check-in date or later:

Upon booking the whole amount invoiced is due for payment in order to get the booking confirmation. For short time booking periods (1 – 3 days) and short term bookings (less than 1 week before check-in) an agreement on payment by cash after arrival is also possible. The customer gets his invoice on booking.

#### Cancellation:

Cancellations earlier than 2 weeks after invoicing come for private customers under the right of revocation (see there).

In case of cancellation later than 2 weeks after invoicing the Language Guesthouse will retain an administrative fee of one quarter of the invoiced amount (maximum 100 Euro), the remainder will be refunded.-

Two thirds of the invoice amount will be retained as cancellation fee in case the vacancy cannot be filled by other guests. A cancellation fee of two thirds will also be retained, in case of a no show or in case of departure after 50 % of the booked period or earlier. No reduction of costs is possible in case of an early departure after having stayed longer than 50 % of the booking period. The Language Guesthouse retains the right to claim payment of administrative res. cancellation fee also in case payment by cash after arrival was agreed.

To cover the risk of non-refunding of costs the Language Guesthouse recommends taking out travel cancellation insurance.

### 3. Right of revocation

Private customers may declare the revocation of their booking in text form (e.g. letter, e-mail addressed to the Language Guesthouse) without giving reasons within a period of 14 days after invoicing. To keep the term it is only required to dispatch the note of revocation in time. In case of revocation already paid amounts will be completely refunded. In any case of reimbursement bank charges due are the liability of the recipient.

### 4. Right to privacy

The customer knowingly allows the Language Guesthouse to enter his or her personal information into its electronic data banks. This information will be processed and handled electronically. This allowance may be countermanded by the customer in case of data abuse.

The Language Guesthouse assures customers not to pass personal information to any other person or institution.

### 5. Legal domicile

German law governs this contract. The legal domicile is Freiburg im Breisgau. In case of invalidity of one contractual provision this will not affect the validity of the contract. The provision is to be adapted to the content of the contract.