

Doorways, Ltd., 900 County Line Road, Bryn Mawr, PA 19010  
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 Website: <http://www.villavacations.com>

## FINANCIAL AGREEMENTS FOR 2008B for Clients of Travel Agents

1. It is your responsibility to inform us **before** you select your villa of the number of people, health conditions (allergies, asthma, heart conditions, walking problems) or any other special requirements relevant to accommodation selection.
2. A deposit of 50% of the total rental is required within 3 days of the reservation by check to your travel agent. The balance is due 60 days prior to the first rental period.
3. Confirmation and payment of the booking constitutes acceptance of the financial agreements between Doorways, Ltd., and the client. From that date the provisions of this agreement are in effect.
4. We require name, address and phone of each guest. The number of people booked is the number that will be accommodated. If extra people arrive, they will not be accommodated unless there are extra beds, the owner agrees, and the guests pay the extra costs on the spot.
5. Prices are subject to shifts in currency exchange rates and will be adjusted up or down at the time of payment only if the rate falls outside of the ranges: 1.3-1.7 dollar/Euro or 1.9-2.2 dollars/£. When adjustments are necessary, we will use the currency we use to pay the owner and calculate it from the exchange rate received on the actual transfer.
6. The date the weekly rental begins determines the season of that week even if the majority of that week falls in another season.
7. Clients are responsible for obtaining the required passport. Doorways, Ltd., accepts no liability for clients improperly documented. No visas are required for a US citizen for France, Italy, Spain or Costa Rica. International drivers' licenses are not required for Italy, France, Spain or Costa Rica if you have a valid US state driver's license.
8. In the unlikely event that you are unhappy with your accommodations in Europe or lack some essential item, please contact the owner/key holder right away. Don't suffer in silence! We want you to be comfortable and enjoy your stay. If the matter cannot be improved to your satisfaction, please phone Doorways, Ltd., to enlist our help. We will try to help you at the time, but very little can be done after you return home. You will not receive a refund if you do not first contact the representative to try to resolve the problem before vacating the property. If you are missing some small item that will greatly enhance your (and other future guests') stay, please purchase it, and leave it there, save your receipt and **Doorways will be happy to reimburse you up to \$50.**
9. Any charges over and above the amount of the rental (utilities, telephone, cleaning, and security deposits) are usually payable directly to the owner or representative, or in some cases to Doorways, Ltd. Clients must exercise care for the rented property and will be held responsible by the owner for any damage. Villa doors and windows must be closed and locked when guests are away from the villa. Security deposits are refundable 30 days after your return to the US, less any damage or extra fees as noted on our website. Please establish the checkout procedure with your host when you arrive. Phone charges should be settled directly with the host/key holder.
10. Clients of Doorways, Ltd., in all legal respects are directly responsible to the property owner, and the property owner is directly responsible to the client. Doorways, Ltd., assumes no responsibility or liability for any claims, damage, expenses or other financial loss, whether to person or property, arising from injury, accident, death, delay, alteration or inconvenience, by whatever cause, including airline scheduling, default, strike, terrorism, war, hostility, civil disturbance, quarantine, or resulting directly or indirectly from acts of God.
11. **Payments by the client are not refundable in case of cancellation.** The cancellation fee is 50% of the total rental from the deposit date until 60 days before the rental begins. Cancellations made less than 60 days before the rental are 100% non-refundable. We strongly urge you to **purchase trip cancellation insurance**, available through your travel agent, to cover all non-refundable costs of your trip.
12. Prices are inclusive of rent, which is escrowed by our firm for disbursement to the owner, and our service fees for brokering the rental of the subject property.
13. Airline tickets and rental cars at special discount rates can be booked through your travel agent.

### Doorways charges the following services fees:

- \$200+/week for detailed menus & cooking services and personalized itineraries.
- \$25 each for research and reservations for trains, hotels, and other special services. No charge for car reservations or for helping you with travel insurance.
- \$200 re-booking fee per accommodation.
- \$25 for each subsequent credit card processed after the first when groups of friends are traveling together.
- \$65 for Sunday or very early or late arrivals. Normal arrivals are 4-5 p.m. and departures by 10 a.m. Early or late arrivals must be requested in advance. We will do our best to accommodate people with early flights.

### I HAVE READ AND AGREE TO THESE FINANCIAL AGREEMENTS FOR 2008B:

Each family sharing a villa must sign & return a copy of these agreements at the time of the deposit.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_