

**BOOKING FORM – Seahorse Cottage, 218 Spruce Avenue, Anna Maria Island, FL 34216**

Reservation No:				Number of Nights:			
Arrival Date:				Departure Date:			
<b>Arrival time is any time after 3pm and departure time is no later than 10.30am</b>							
Deposit:	<b>\$300.00 or £200.00</b>			<b>Total \$x required within 48 hours to secure reservation</b>			
Rental Inc Taxes:	<b>\$x</b>						
Breakdown of Rental:	Rental:	\$		Sales Tax:	\$		Resort Tax: \$

Payment will need to be made by Visa/Mastercard using the Worldpay link which is provided in the e-mail

**Please complete all sections below in block capitals and return this form by e-mail within 48 hours**

Last Name:				First Names:			
Address (this is where we will send keys):							
	Post/Zip Code:			Town/Region:			
Telephone No:				Mobile/Cell No:			
E-Mail Address:							

**Cancellation Policy** - for full details please refer to section 3 of the terms and conditions

**We are continually trying to improve our advertising and to assist us with this we would be grateful if you could indicate below where you saw us advertised or heard about us.**

Idyllic Holiday Website ☐ Owners Direct ☐ Holiday Lettings ☐ Homeaway ☐

Recommendation / Other (please specify): \_\_\_\_\_

**Other Occupants: (Up to 3 making a maximum of 4 in total) – It is essential this section is completed in full as the information is needed for insurance purposes and also forms part of your Terms and Conditions.**

First Name/s	Last Name	Age if under 18

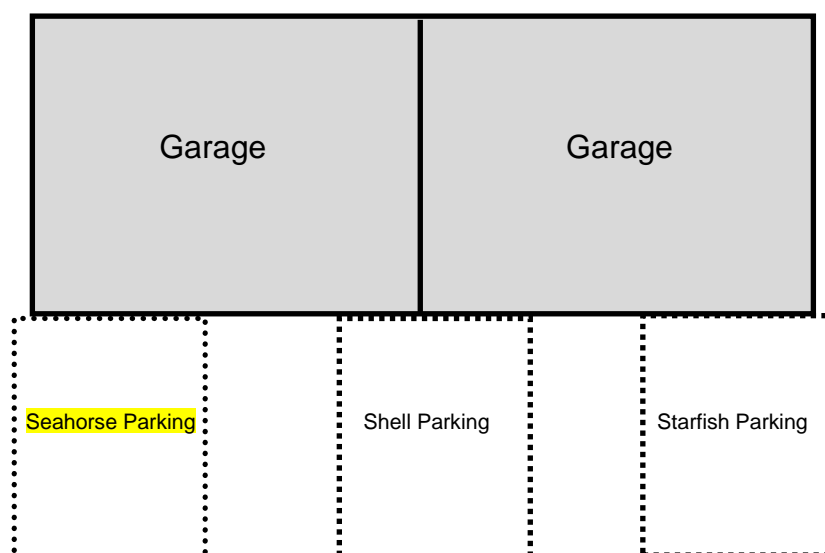
**Below is a list of the beds which are at the property. Where there is a choice please tick against the option of how/if you would like the beds to be made up:**

Bedroom	Queen only			
Do you require bedding to be able use the sofa as a sofa-bed (an additional charge of \$50.00 + taxes per person sleeping on the sofa will be applied)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

#### **Regulations as per the City of Anna Maria Ordinance:**

- Parking**

There is parking for a **maximum** of 1 vehicle as per the sketch below. A copy will also be posted on the notice board at the property



Please note you are **not** allowed to park on the road and therefore any vehicles found to be parked outside of this designated space will be issued with a fine by the City of Anna Maria

- Our Agent (the person you need to contact in the case of any problems) is:**

Sharon Villars 6302 Manatee Ave W, Suite E-2, Bradenton, FL 34209  
E-mail - [sharonlvillars@gmail.com](mailto:sharonlvillars@gmail.com) Telephone - 941 920 0669

- The maximum number of occupants allowed in this unit is 4**

- **Garbage collections are:** Mondays: Solid waste, horticultural trash, recyclables.  
Thursdays: Solid waste.

This property has side door pickup except for the yard waste. All cans must be off the right of way at the end of the collection day.

- **Nearest hospital – a map is included in the information book at the property**

The nearest hospital is Manatee Memorial Hospital which is located at 206 Second Street East, Bradenton, Florida 34208.

The hospital is near to I-75, as well as US Highway 41

If you take Exit 220 (State Road 64) off I-75, you will travel west. The hospital is located at the corner of State Road 64 (Manatee Ave.) and US Highway 41 (First Street).

- **Sea Turtles - Nesting season is May 31 through November 30**

Existing Development must ensure that the beach is not directly or indirectly illuminated by lighting originating from existing development during nesting season. Artificial lighting from existing development must not directly or indirectly illuminate the beach during nesting season.

Sec. 14-31. - Prohibition of activities disruptive to marine turtles.

The following activities and situations are prohibited on the beach from sunset to sunrise during the nesting season:

- (1) The operation of all motorized vehicles, except emergency and law enforcement vehicles or persons who have authorization or a permit to engage in marine turtle conservation or research issued by the United States Fish and Wildlife Service, or the State of Florida Department of Environmental Protection, and who are acting in conformance with such authorization or permit.
- (2) The building of campfires or bonfires.
- (3) Any temporary lighting which purposely and flagrantly illuminates nesting sea turtles or hatchlings. This prohibition does not apply to persons who have authorization or a permit to engage in marine turtle conservation or research issued by the United States Fish and Wildlife Service, or the State of Florida Department of Environment Protection, and who are acting in conformance with such authorization or permit.
- (4) All temporary structures including but not limited to beach chairs, umbrellas, cabanas, personal water craft, boats, trailer or any other man-made items that may interfere with the use of the beach as a nest, must be removed from the beach from sunset until sunrise.
- (5) The transport, fueling and maintenance of personal watercraft, except by those licensed, certified or permitted by the U.S. Fish and Wildlife Service, the State of Florida Department of Environmental Protection or the city is prohibited on the beach during marine turtle nesting season.
- (6) Parking. Vehicle headlights in parking lots or areas on or adjacent to the beach must be screened utilizing ground level barriers to eliminate artificial lighting directly or indirectly illuminating sea turtle nesting habitat.

- **Pool, spa, hot tub quiet hours**

Swimming pools, spas and hot tubs may be utilized at an time of the day or night; provided, however, no noise shall be generated from such use or related to such use that can be heard beyond the property lines of the property on which to pool, spa or hot tub is located, between the hours of 10:00pm and 8:00am the next day. Generation of such noise during such prohibited hours shall be considered to be a violation of pool, spa, hot tub quiet hours.

- **Noise**

(a) Noise disturbance. Notwithstanding any other provision of this article, and in addition thereto, it shall be unlawful for any person including, but not be limited to, the owner of the property where the violation exists, the person in charge of the property where the violation exists, such as a tenant, an occupant, or a property manager, or the person causing the violation on the property, regardless of whether the person is an owner or in charge to make or continue, or cause or permit to be made or continued, any noise disturbance, as defined in section 26-86. The owner and/or property manager of the property shall be liable for any noise disturbance caused by tenant(s) or a guest.

(b) Standards. The standards to be considered in determining whether a violation of subsection (a) of this section exists may include but shall not be limited to the following:

- (1) The volume of the noise.
- (2) The intensity of the noise.
- (3) Whether the nature of the noise is usual or unusual.
- (4) The volume and intensity of the background noise, if any.
- (5) The proximity of the noise to residential sleeping facilities.
- (6) The nature and zoning of the area from which the noise emanates.
- (7) The nature and zoning of the receiving land.
- (8) The time of the day or night the noise occurs.
- (9) The duration of the noise.
- (10) Whether the noise is produced by a commercial or non-commercial activity.
- (11) The day of the week the noise occurs.

**Please sign (your typed name will be deemed as your signature and is therefore legally binding) and return this form by e-mail within 48 hours to [rentals@idyllicholidayproperties.com](mailto:rentals@idyllicholidayproperties.com) to confirm you have read and agree to:**

- 1 The terms and conditions which are available on our website [www.idyllicholidayproperties.com](http://www.idyllicholidayproperties.com)
- 2 The regulations as per the City of Anna Maria ordinance as detailed on pages 2-4 of this form
- 3 You will promptly evacuate this rental property upon posting of any evacuation order issued by state or local authorities

**Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Note: If we have not received this completed booking form and the monies as stated on page 1 within 48 hours your reservation will automatically be cancelled**

On receipt of this completed & signed booking form, security/damage deposit and rental monies, we will sign and return a copy to you as confirmation that your booking is secure

**Signed By:** \_\_\_\_\_  
on behalf of Idyllic Holiday Properties

**Date:** \_\_\_\_\_

## Privacy Notice

We process personal data about you (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of what information we collect and how we will handle your information.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679.

Our Data Protection Officer is Melanie Gurney [office@shieldmanagement.co.uk](mailto:office@shieldmanagement.co.uk) and any questions relating to this notice and our privacy practices should be sent to her.

### **How we collect information from you**

We collect information about you from the correspondence between us and the booking form in relation to your request to book a holiday property.

### **What information we collect**

We collect the following information about you:

Name, address, email address, telephone number, Passport/ID details.

In some instances we hold information relating to bank accounts including account number and sort code.

For Portugal holiday rentals we also collect information such as name and passport/ID details for all occupants.

### **Why we need this information about you and what we are going to do with it**

We require your information to:

- prepare rental documentation and manage your rental and
- for all other purposes consistent with the proper performance of our business.

### **Sharing of Your Information**

The information you provide to us will be treated as confidential and will be processed only by any third party, acting on our behalf. Your information will only be stored within the UK and EEA save for America holiday rentals, names, address, email address and telephone numbers only will be passed to agents instructed by us in America.

Your information will be entered into the HOST booking system required for the administration of our rental bookings.

We will also disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- To enable us to properly manage the holiday properties to which the rental relates whereby appropriate contact information may be disclosed to any relevant local representative/s with the day to day management of the rental property.
- For all other purposes consistent with the proper performance of our operations and business.
- For legal reasons the names, address and passport/ID details for all occupiers of our Portugal rental properties must be passed to Servico de Estrangeiros e Fronteiras.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

### **Security**

When you give us information we take steps to make sure that your personal information is kept secure and safe either electronically (password protected) or in a location which is either staffed or alarmed.

### **How long we will keep your information**

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant purpose, or as required by good business practice or law.

### **Your Rights**

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information;
- Make a request to us to delete what personal data of yours we hold; and
- Object to receiving any marketing communications from us.

To exercise any of your rights above please contact us at [office@shieldmanagment.co.uk](mailto:office@shieldmanagment.co.uk)

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my/ our use of your information. The Information Commissioner's contact details for England are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The accuracy of your information is important – please help us keep our records updated by informing us of any changes to your email address and other contact details.