

### Booking Option: ( A ) Enquiry Form

1

On every listing page there will be a button displayed with the word: "Request Quotation" when you click on that a form will appear where you can add all your details to receive a quotation.

2

After we send you an email with information requested. You will have the option to take the booking or request a new quotation.

3

Once you are happy with your selection and accepted the quotation, you will have to pay the set deposit of 50% to secure your booking.

4

After we received instruction that your booking is secured we provide you with a print-out document for your booking at the preferred establishment.

5

When you check-in at the Establishment please make sure to supply them with this document as proof of reservation. Booking Option: ( B ) Nightsbridge online booking

1

Some of our clients are Nightsbridge members and listing will be presented with a "Online Bookings & Availability" button on the right hand side of a listing. What this mean is that you can do your entire booking on this listing.

2

All you need to do is click on the "Online Bookings & Availability" button. a New page will show with the listings online booking system. All you need to do now is follow the steps.

3

Select your date required and also the amount of nights. Click on the &quot;check

availability"

4

After all steps are complete you will get to a confirmation page where you will have to agree to the terms & conditions to the booking.

5

In the area provided enter your contact details so that the listing owner or booking agent can confirm your booking.

6

Choose payment option and confirm payment. ( YOU ARE DONE )      Booking  
Option: ( C ) Telephone / Contact Form

1

You can contact us directly on our office line and we can get all your information and booking requirements. We will then hunt for the best accommodation deals for your needs.

2

On the website on the left hand side you will see a orange " contact me " button all you need to do is complete information requested on the form and we will contact you.

Section: ( D ) Deposit / Cancellation Policy

1

All bookings require a 50% deposit to secure the booking. Unless specified otherwise by the establishment in question. Deposits have to be paid within 24 hours from date of booking made.

2

The Cancellation policy below is our standard policy to any booking made, unless again

specified otherwise by the establishment in question.

- No cancellation fee will be charged should the booking be cancelled 30 days or more prior to the day of arrival.

- A 25% cancellation fee will be charged should the booking be cancelled between 16 - 29 days prior to day of arrival.

- A 50% cancellation fee will be charged should the booking be cancelled less than 15 days prior to the day of arrival.

- A 100% cancellation fee will be charged should the booking be cancelled less than 24 hours prior to the day of arrival, or should the guest not arrive.