

Standard Agent Sub-Letting Agreement

1. Operation

We (Churchwood Valley, hence-forward described as CWV) agree on an agency basis to sublet your chalet or lodge on the same basis as we hire our own chalets to holiday visitors. This basis incorporates the following terms and characteristics: -

- a) CWV advertises its own chalets in the national press, through magazines, leaflets and booklets and on our own and other websites including on line travel agents such as Booking.com and Pitch up.
- b) CWV staff will handle all enquiries for lettings, send brochures, arrange for payment and provide all relevant information to guests in the same way as they do for our own customers.
- c) CWV cleaning and maintenance staff will clean and prepare your chalets at each changeover day in exactly the same way as they do for our own chalets. This process includes maintenance and health and safety checks and remedying any defects before the guests arrive.

2. Charges.

- a) We will let your chalet on the same basis as our own equivalent buildings, including any special offers that may be applicable. The letting income per week for each chalet is related to its type and to the time of year. (See Note 1)
- b1) For bookings made directly with CWV we will charge you a management fee of 30% plus VAT of the rental income received.
- b 2) For bookings received through an on line travel agent we will charge you a management fee of 30% plus VAT of rental income received after agent's commission has been deducted.
- c) CWV will endeavour to let your chalet or lodge for agreed periods during the main season, i.e. from 1st April (or the beginning of the Easter holiday if earlier) until the end of the Autumn half term week (around the end of October). The earlier you let us know the dates you are making available to CWV, the sooner we can start taking bookings on your behalf. Further reservations for your own use can be made at any time subject to availability. CWV will not accept periods of less than one week to let between periods of owner's use.
- d) Private owners of chalets, whether or not they choose to sublet their properties, are subject to a series of annual costs (such as ground rent, service charge, utility standing charges and insurance costs - these are detailed on the accompanying documentation). In addition, if necessary, you will be liable for charges to cover the cost of upgrading your chalet or lodge to ensure it is maintained at the same standards as our own equivalent sized buildings. This charge will cover such work as upgrading kitchens or bathrooms, replacing equipment (such as fridges, cookers and TVs), replacing carpets, vinyl floor covering and furniture and improvements to the structure and décor. This charge is subject to negotiation.
- e) Before the beginning of a letting period, (following owners use) we will clean and maintain the chalet or lodge so that it conforms to CWV standards. (Also See Note 2). All work done will be charged at our normal hourly rate.

f) At the end of a block letting period, the cabin will be cleaned and checked and left ready for owner's use, the cost of this being covered by the management letting fee. The beds will be left made up ready for owners use for a fee of £15 per 2-bedroom cabin or £10 per 1-bedroom cabin.

g) **Example of Charges** - Let us assume that the gross earnings of your cabin or lodge in the main season (late March to the end of October) is £10,000. From this sum a management fee of 30% plus VAT will be deducted and the net balance of rents deducted and paid over to you. You will be responsible for ascertaining and paying any taxes applicable on the rents received.

	£	£
i.e. Total rents collected on your behalf by CWV as agents		10000.00
Less amounts paid to CWV		
Net Management fee (30%)	3000	
Output <u>VAT@20%</u>	<u>600</u>	<u>3600</u>
Balance paid to owner		<u>6400</u>

A summary of rents received, and management charges incurred together with an appropriate invoice will be produced by CWV for the quarters ended 31 May, 31 August, and 30 November and together with the payment, will be made available to the owner in June, September and December accordingly.

Please note: Our terms and conditions prohibit private subletting

Signed: JC Stansell SA Stansell (Managing Partners)

Signed: (Owner/Buyer)

Note 1 We reserve the right to let your cabin or chalet at a discounted price – for example, at short notice – to secure the maximum number of bookings possible.

Note 2 Before the start of each season, (during our closed period) all cabins and lodges must be given a “winter clean”. This includes shampooing carpets, washing duvets and curtains as necessary and steam cleaning in areas such as kitchens and bathrooms. We will charge for this work at our normal hourly rate of £20.00 per hour plus VAT, plus any charges for external contractors such as carpet cleaners.

Note 3 CWV will not undertake any cleaning (other than the winter clean), or linen changes, outside of the main season. Clean bed linen may be hired from us from reception for a charge of £5 per bed set payable on collection. Please remember that staff are not available on Saturdays or Sundays from the beginning of November until the end of March.

Note 4 Owners are asked to ensure that no personal effects are left in their cabin prior to a CWV letting block. A charge may be incurred if CWV staff need to remove and arrange storage for personal items not removed by the owner.