**Sample Contract**

Date:

Dear

I am pleased you have decided that you would like to stay at Pembroke Lodge.

Although we discussed matters in some detail when we met, for the sake of good housekeeping, I should like to set out some of the main items we agreed upon.

The Company will strive to provide you with a warm, comfortable, clean and caring home.

We shall be pleased to make available for your sole occupation room number …. however; we do reserve the right to allocate to you another room, or other suitable alternative accommodation, during any period that your room is required for renovation, redecoration and repairs.

The rate for the room will be £ per week, payable one month in advance by standing order. This is an inclusive fee except for personal laundry, private telephone, and personal television. At least one member of staff will be in attendance twenty-four hours a day.

Either of us may be entitled to terminate this arrangement by giving to the other at least one week’s notice during the first three months and thereafter at least one month’s notice.

In the event of death, any fees outstanding, together with a sum equal to one month’s fees in lieu of notice will be charged to your estate.

We regret that we do not give a rebate of the fees in respect of any period, or periods of your absence from Pembroke Lodge.

Fees are reviewed annually taking into consideration rising costs. Whenever possible we will endeavour to give you as much notice as is practicable of any increase in fees

I hope that your stay with us will be a pleasant one. I should be grateful if you will please return the extra copy of this contract, signed where we have indicated your initials.

Yours sincerely

Sue Brand

Proprietor