

MY MARBELLA WEEKENDER

Booking An Apartment Through My Marbella Weekender

The Booking Process

At this point you will have received a quote for your requested dates and group size (How exciting!)

Once you have decided that you are happy to proceed with the booking we will then guide you through the following steps:

- We will send an invoice via email along with a detailed guide on how to make your 50% deposit payment to reserve the Apartment(s). Please note no dates are reserved until payment has been received and the booking has been confirmed via email.
(This payment will not include any extra beds or the damage deposit, these will be covered later in the process.)
 - Once this payment has been made we ask you to send across a screenshot showing proof of payment to INFO@MYMARBELLAWEEKENDER.COM
- Once we have received the proof of payment and the deposit has cleared into our holding account we will then email over to you a stamped proof of deposit payment.

Your dream holiday Apartment is now booked!

Want to start planning the perfect Marbella Itinerary?

Check out all events and activities here www.mymarbellaweekender.com

The Final Payment

- The final payment for your Apartment will be due no less than 6 weeks before the date of check in.
- We will send you a payment reminder one week before your payment is due along with the invoice showing the amount left to pay including any extra beds and early check in or late check out fees (Please see prices below).
- This invoice will need to be paid via international bank transfer. All of the bank details will be listed on the invoice explaining how to make the payment.
- There is also the option to use our currency broker Transferwise who offer a better exchange rate than the banks. This company is very helpful and easy to use and you will receive information alongside the invoice explaining how you can make your payment via them.
 - Once payment has been made please send proof of payment to INFO@MYMARBELLAWEEKENDER.COM
- Once we have received the proof of payment and the amount due has cleared into our holding account we will send via email an automated proof of payment receipt alongside your itinerary explaining how the check in process works.



Check In / Check Out Times

Check In: 4 PM (Earlier check in may be available on request)

Between the hours of 10am & 10pm Monday to Friday check in will be at our Puerto Banus office.

On Sundays and between 10pm - 10am check in will be at the property and there will be an additional charge of 40 Euros.

Check Out: 11 AM

Security Deposit

300 Euros

Your security deposit can either be pre paid along with the final payment or held on a member of your parties credit card and paid on arrival. The security deposit is refundable and will be returned to you once the apartment has been checked over to make sure there is no damage.

The deposit will be refunded within 10 working days subject to a damage inspection of the property.

You May Request Any Of The Following Extras In Addition To Your Apartment Hire ...

- Early Check In Fee: No fee. Check in available from 11 AM depending on availability.
 - Late Check In Fee (After 22.00): 40 Euros
- Late Check Out Fee: Before 4 PM - 40 Euros (After 4PM one full nights stay will be charged)
 - Check In At The Apartment: 25 Euros

Apartment Cancellation Policy

The cancellation policy for the apartment is as follows:

Cancellations must be notified in writing by email to INFO@MYMARBELLAWEEKENDER.COM in advance and will only be deemed received after you have received a response.

- We request 50% of the total amount in order to confirm the booking.
 - Pending amount, 50% + refundable deposit 15 days prior arrival.
- This deposit is fully refundable 10 days after check-out and subject to a damage inspection of the accommodation.
 - We charge 10€ extra for baby crib and high chair per day.
 - Final cleaning is included in the quotation.
 - The guest can cancel with a full refund minus admin fees until 6 weeks before arrival.
- The guest will be charged 50% of the total price if they cancel within 6 weeks before the arrival date.

Please note this is the cancellation policy of this apartment only, the policy for any activities booked may be different.

>> TO GET A QUOTE FOR THIS APARTMENT PLEASE CONTACT US HERE <<

Thank You For Booking With My Marbella Weekender!

SEA You Soon ...

Email: info@mymarbellaweekender.com **Website:** www.mymarbellaweekender.com



/mymarbellaweekender



@mymarbellaweekender



@mymarbswknder