

Tentative Confirmation On receipt of the reservation inquiry form, we will contact you and provide you with a confirmation of availability, villa rate (including any applicable tax), and the 50% of deposit required. A tentative holds on dates may be placed which is valid for 1 week (7 days). An extension of another 7 days will be considered upon request in writing. After which time the hold will be released and clients must re inquire or request invoice.

Invoicing, IDR & US\$ Bank Details Invoice and Bank Account details for transfer of rental / event funds, will be sent upon tentative booking confirmation. All invoicing will be in US Dollars. Facility for deposits, full or partial payment of funds in IDR is available upon request. Foreign exchange rate will be calculated on the date of transaction at the Bank Central Asia (BCA) current rate for the US Dollar equivalent to be received to our account in BCA. This rate can be obtained from the villa management at any time upon request.

Payment Terms Latitude Bali requires a 50% of total invoice value deposit for confirmation and remaining 50%, Minimum 60 days prior to check in. This would include but not limited to Rental, Event Fees, security deposit plus any other pre booked requirements.

Reservation Confirmation Due to high demand LATITUDE is often booked in advance. Reservations are handled on “first come, first served” basis.

Cancellations If the Guests wish to cancel a confirmed booking, written notice of cancellation must be sent to Latitude Bali Management (info@latitudebali.com). All cancellation notices received by Latitude Bali will be acknowledged in writing. It is strongly recommended that the Guest and all members of the Guest’s party purchase trip cancellation insurance. Cancellation of a booking includes but is not limited to:

- Cancellation of one or more days of a booking;
- An amendment of a booking so that none of the dates of the booking once amended fall within the same dates that originally constituted the booking;
- Failure of all Guests to provide the required documentation on arrival (eg. Passports or suitable identification); and
- Attempt by the Guest, their party or visitors to hold an event at the Property in breach of these Terms and Conditions or breach of any rules applicable to the Guest’s chosen Property.
- In the event that the Guest cancels a confirmed booking, the following cancellation fees will generally apply:
- 20% of the total rental amount will be forfeited if the cancellation is made more than 90 days before the start of the rental period.
- 50% of the total rental amount will be forfeited if the cancellation is made between 31 and 89 days before the start of the rental period.
- 100% of the total rental amount will be forfeited if the cancellation is made 30 days or less prior the start of the rental period. The applicable amount will be deducted from the deposit and moneys paid, and Latitude Bali will refund any remaining balance to the Guest.

Amendments Once a booking confirmation is issued by Latitude Bali, a fee of USD 50 will apply to each amendment made. Latitude Bali will do its best to accommodate any reasonable amendments; however the Guest should be aware that some changes may not be possible.

In the unlikely event that Latitude Bali is unable for any reason (including the sale of a property and force majeure) to provide the Guest with the Property booked by the Guest, Latitude Bali reserves the right to transfer the Guest and their party to an alternative Property of the similar type and value, in consultation with the Guest. If the price of the substituted Property is less than the original booking, the difference will be reimbursed to the Guest. If the price of the substituted Property is higher than the original booking, the difference may be charged to the Guest. If, however, after considerable effort by Latitude Bali, no alternative of similar type and value is available and / or no agreement can be reached between the Guest and Latitude Bali, then either Latitude Bali or the Guest may opt to cancel the booking and this Rental Contract. In that event, Latitude Bali will refund the Guest all monies paid, without further compensation.

All rates include government tax and service charges and are quoted in United States Dollars. (US\$) Rates are all in Net unless otherwise stated.

Nightly tariff represents the cost per night for a party of no more than 12 guests. Please contact our marketing office for details of charges for additional beds.

All other costs are at the expense of the Guest unless noted as inclusions on the written confirmation advice.

Functions and Events LATITUDE must approve any functions or events you plan to hold during your stay in one of our properties, including approval for guest numbers that exceed 50% above the number of guests registered to stay. Such approval is at the sole discretion of LATITUDE and will be priced accordingly. Full terms and conditions for the staging of functions and events will be forwarded upon application. LATITUDE reserves the right to insist on the appointment of a professional Event Organizer before permission to hold a function is granted.

Damages, breakages or losses Guests are responsible for looking after the property, leaving it in good order and in a clean condition. Guests also undertake to pay for damages, breakages or losses they may be responsible for during the period of their stay. LATITUDE reserves the right to reclaim the hired property if the hirer, members of the guest party or guest visitors cause excessive damage or mess.

Insurance We recommend that you take out comprehensive travel insurance at the time of booking, to protect you and all those accompanying you for the full time of your visit against illness, including evacuation, injury, death, loss of baggage and personal items, theft, cancellation and other travel contingencies.

Responsibility Please be advised that we are not responsible for any loss or damage to personal equipment and property during your stay at LATITUDE, or during your participation in any activities during your visit to Bali. We will not accept responsibility for any delay, additional expense or inconvenience which maybe caused directly or indirectly by events outside of our control such as late arrival of International flights, civil disturbances, fire, floods, unusually severe weather, acts of God, acts of Government, or the failure of any machinery or equipment.

Weapons / Firearms Latitude Bali does not allow firearms or weapons of any kind in the Villa grounds under any circumstances. Agents, Renter or their guests must advise villa management prior to arrival, their intentions to carry firearms / weapons and will be required to report the same at the Desa Kutuh Police Station (KAPOSPOL). Any failure to report Firearms / Weapons

will result in immediate cancellation of the booking and all moneys paid to date will be forfeited. Latitude Bali Management reserves the right to request police assistance in this matter.

F&B

1. Ala Carte Menu (http://www.latitudebali.com/images/document/latitude_menu.pdf)
2. Grocery system 30% on receipt – With the Grocery system, guests inform us of their requirements, we will go and buy all ingredients. We will then provide daily an F&B bill with the grocery bill +30% attached. These bills will be posted daily on the Villa Master Bill to be settled by Visa / Master Card or Cash before departure at the end of your stay.
3. Cooking Fee – If guest wish to buy their own produce (ie seafood, meats, poultry, vegetable etc) for us to cook at the villa we charge a total of (US\$75++ for up to 20 Guests) cooking fee which will include condiments, herbs, spices, cooking oils etc. Everything required to prepare the meal – (This we don't really recommend as our Chefs are very good at getting the freshest most reasonably priced produce on the island)

Please note – Villa Latitude does not allow outside Food & Beverage, unless for an event with terms stipulated under the “Latitude Event Policy” nor allow the use of in house food & beverage facilities by guests or their Vendors.

Villa Car usage policy In & out, Town / Airport transfers are complimentary for all registered guest. The villa provides a 2013 Toyota Innova (7 passengers) & driver for daily use for 10 consecutive hours not inclusive of fuel, 1st and last day count as ½ days (5 hours). Overtime is charged at Rp.100,000 / hour. The car will be delivered with at least a ¾ tank of fuel and any extra requirement you can either give the money directly to the driver to fill up or it can be charged to the villa master bill however this will incur a 15.5% surcharge for Tax & Service. This vehicle costs approximately Rp.400,000 to fill up with standard fuel.