

Dear (insert name),

Thank you for allowing Villa Corona to be your next vacation! As requested, we are pleased to book your reservation. On the next pages, you will find the Terms and Conditions. Please review and advise of any discrepancies immediately.

Feel free to contact us at villacoronamexico@gmail.com.

On behalf of everyone at Villa Corona, we wish you a happy and relaxing vacation!

Sincerely,

Villa Corona LLC

**PAYMENT TERMS & CANCELLATION POLICIES**

**Cancellation Policy:**

* A non-refundable deposit equivalent to a 1-night stay must be received at the time of booking. Full payment is required for any reservation made within 30 days of arrival.
* Final payment is due 30 days prior to arrival. Reservations without full payment less than 30 days prior to arrival are subject to immediate cancellation.
* Cancellations 10 days prior to arrival will be assessed a 1 night penalty fee.
* Deposits and any amount paid are only available as a credit towards a future reservation booked within 6 months of cancellation minus any applicable fees.
* Rebooked/Changed reservations are subject to the difference in rates based on seasonality and other factors.

**No Show/Late Check-In/Arrival & Early Check-Out/Departure:**

* No show/late check-in/arrival as well as early checkout/departure shall be ***WITHOUT*** refund, compensation, or liability to Villa Corona.

**LIABILITY**

We will not be held liable for any unforeseen circumstances. Including, but not limited to injury, damage, loss, accident, or delay. We will not be responsible for potential risks and hazards associated with travel to destinations where injury, delay, or unanticipated events may occur. We will not assume responsibility for travel to unstable areas, civil disturbances and arbitrary changes mandated by government authorities or private concerns. We will not be held liable to any and all connections with the foregoing. We will not accept responsibility for loss or expenses due to delay or changes in transportation schedule or other causes.

Villa Corona will be held harmless of any responsibility beyond our premises. To partake in tours/excursions or any events not on our property, guests waive any claim against us for any damage or loss of property, injury, or death of a person due to any act of negligence of any transportation companies, auto rental company or any other persons rendering services and/or accommodations included in the package. Enrollment and payment for such tours shall constitute agreement and acceptance by the passenger of the terms and conditions set forth.

Visa/Passport requirements: Passport is required to travel to our Villa. Other nationalities may require a visa to enter. Be sure to check with your consulate for further classification.

**Not Included:**  Passport fees, visa fees, entry fees, insurance, and/or foreign port taxes. We strongly recommend the purchase of travel insurance in the case of unforeseen circumstances.