



GENERAL DETAILS

GENERAL INFORMATION

Dates from to

Arrival/Departure Arrival

Departure

Contact Details

Primary Contact Email

Mobile phone

PA or authorised representative Email

Office phone

Mobile phone

Notes



TRAVEL ARRANGEMENTS

FLIGHT ARRIVAL

If flying private, please provide FBO (handling company), tail number and your estimated time of arrival

Arrival date

Time of arrival

Airline flight/tail number

Guest names

Arrival airport

Arriving from

Number of passengers

Arrival date

Time of arrival

Airline flight/tail number

Guest names

Arrival airport

Arriving from

Number of passengers

Arrival date

Time of arrival

Airline flight/tail number

Guest names

Arrival airport

Arriving from

Number of passengers

Guest changeovers/late arrival/early departures, please advise



TRAVEL ARRANGEMENTS

FLIGHT DEPARTURE

If flying private, please provide FBO (handling company), tail number and your estimated time of arrival.

Departure date
Time of departure
Airline flight/tail number
Guest names

Departure airport
Departing to
Number of passengers

Departure date
Time of departure
Airline flight/tail number
Guest names

Departure airport
Departing to
Number of passengers

Departure date
Time of departure
Airline flight/tail number
Guest names

Departure airport
Departing to
Number of passengers

What is your preferred method of transfer to and from the villa?

Chauffeur driven SUV Taxi or minivan Large van Helicopter

If you are staying overnight in a hotel please state

Hotel name

Address

Phone number Email





GUEST DETAILS

This section is about the little details that will make your holiday run as smoothly as possible. Details such as air travel, getting to the villa, how you would like to interact with the staff and what we can put in your room to make you feel more at home. The more information you give us, the more special we can make your stay.

PRINCIPAL HOST(S)

Name (as in passport) Date of birth Nationality Passport no. Exp. date Address

GUESTS

Name (as in passport)

Date of birth

Nationality

Passport no

Exp. date

Address



GUEST DETAILS

GUESTS

Name (as in passport) Date of birth Nationality Passport no Exp. date Address



GUEST DETAILS

HEALTH AND MEDICAL



Please inform us if there will be any expectant mothers in your party at the time of your booking

If relevant, please give details of nanny/maternity nurse/child minder

If relevant, please give details of security personnel or other staff who may accompany you



CHILDREN

WILL YOU REQUIRE ANY OF THE FOLLOWING (at the villa's expense)

Other

Cot (If yes, please specify the cabin)	Yes	No
Sterilisation products	Yes	No
Nappies (If yes, please specify the size)	Yes	No
High chair	Yes	No
Netting	Yes	No
Baby life jacket (If yes, please specify age)	Yes	No
Stair guards/rails	Yes	No
Snorkelling equipment, including fins and masks (If yes, please specify age)	Yes	No

Do the children require any favourite toys or games on board?



VILLA ACTIVITIES

GENERAL

Please list any special stay or places of interest that you would like to visit during your stay

Style of vacation

Active, on-the-go Quiet and relaxing A combination of the two

In the evenings - do you prefer

Calm evenings, movies

Just Dinner and Drinks
BonFire

A mix of everything

Celebrations

Will a special occasion take place during your stay? Yes No

Would you like the villa to arrange something special for this event? Yes No

Flowers

The first flowers onsite are complimentary.

Would you like flowers to be refreshed during your stay or for a special event (at renters's expense)? Yes No

Flower preferences

A mix of everything Allergies

If yes, please provide details and the date of the event

(cake, entertainment, band, decorations) If so, please specify

Magazines and newspapers

Are there any national or international newspapers or magazines you would like? (If and when available)

Please give details



VILLA ACTIVITIES

DAY TO DAY ACTIVITIES

If applicable, please advise if any of the guests are non-swimmers

Watersports

Please select the activities you like and would be interested in during your stay

Sailing	Windsurfing	Kayaking	Waveboarding	Paddle boarding	Swimming
Fishing	Parasailing	Jet skiing	Flyboarding	Water skiing	Snorkelling
Jetlev	Kitesurfing	Seabob	Other		

Scuba Diving

Rendez-vous diving is usually arranged with local guides.

Please advise level of dive qualifications for all divers and be sure to bring your licence(s)

Please note, for most countries a certificate of competency is required to use personal watercraft (jet skis, wave runners and other motorised craft)

Which members of the villa party hold a current licence for operating a personal watercraft?

Which members of the villa party will require instruction?

Activities ashore/interests

Please select the activities you like

Beach barbeques/picnics Beachcombing Beach clubs

Shopping: Designer Local markets and crafts

Art galleries and museums Local history/guided tours Historical/archaeological sites Marine life/flora and fauna

Horse riding Golf Hiking/trekking Tennis Climbing White water rafting Canyoning Cycling

Wellness

Spa treatments Yoga Pilates Running

Massage (please state preferred style)

Gym: most villa will have some gym equipment. Please state any specific equipment you require





VILLA ACTIVITIES

ENTERTAINMENT

Music

What sort of music do you like to listen to?

Classical Country/folk

Rock Easy listening

Hip Hop Soul Jazz R&B Reggae

Pop

Opera

Other

Games

Are there any particular games you like to play? (Where available)

Cards Dominos

Mah-jong

Chess

Backgammon

Draughts

Monopoly

Trivial Pursuit

Scrabble

Children's games

Other

DINING

Do you plan on dining off-site during your stay at the villa?

Never Once or twice Often

Many restaurants require reservations to be made well in advance. If you have any restaurant reservation requests, please list them and we will do our best to secure a reservation for you.

Restaurant name and location

Date

Preferred time

No. of diners



Throughout your stay, all meals will be arranged to suit your plans for the day, however it is helpful to know your general preferences in advance; the food you love, the things you dislike, any allergies, any particular way that you like your food cooked. No matter how small the detail or how personal the feeling, the chef is there to ensure that you have the very best culinary experience.

FOOD PREFERENCES

During your stay the staff will do their best to accommodate all dietary restrictions, preferences and special requests, however availability will be dependent upon location. If any item is not available, the staff will advise and source a suitable alternative.

Meal times

What time do you prefer to eat?

 Breakfast
 6-8 AM
 8-10 AM
 10-12 AM

 Lunch
 12-1 PM
 1-2 PM
 2-3 PM

 Dinner
 7-8 PM
 8-9 PM
 9-10 PM

Children's mealtimes if different

General dietary requirements

KosherHalalVegetarianGluten freeCoeliacVeganLow saltLow sugarLow cholesterolLactose free

Special diets, please specify

Allergies and specific dislikes, please specify

If any of the above apply to your stay, please explain and name the guest(s) with any specific dietary requirements

Do any of the children in your party have any dietary requirements or any food likes/dislikes/allergies we should be aware of?



GENERAL CUISINE PREFERENCES

		_		
Cuisi	ne r	refe	ren	Ces

American	Yes	No	Italian	Yes	No
Chinese	Yes	No	Japanese	Yes	No
English	Yes	No	Lebanese	Yes	No
French	Yes	No	Mexican	Yes	No
Turkish	Yes	No	Spanish	Yes	No
Greek	Yes	No	Thai	Yes	No
Indian	Yes	No	Mediterranean	Yes	No
Moroccan	Yes	No	Fusion	Yes	No

Fish and shellfish preferences

(Subject to availability)

Clams	Cod	Crab	Crawfish	Flounder	Grouper
Halibut	Lobster	Mahi Mahi	Mussels	Octopus	Oyster
Sea bass	Shrimp	Snapper	Squid	Tuna	Conch

Salmon Tilapia Whitefish

Other, please specify

Meat preferences

(Subject to availability)

Beef	Chicken	Duck	Lamb	Pork	Turkev	Veal	Game

Other, please specify

Do you prefer food to beBakedFriedGrilledSteamed

If fried, do you prefer Olive oil Vegetable oil Colza oil

Other, please specify

Bread preferences

(Subject to availability)

White Whole wheat Baguette Cereal Ciabatta Focaccia Pitta Rye

Other, please specify



GENERAL FAVOURITES

Please select the salads you like

Caesar Caprese Cobb Greek Niçoise Pasta Garden Rice Chef

Other, please specify

Please select the fruits you like

(subject to availability)

Apricot Cherry Peach Kiwi Plum Fig Passion fruit Berries Blueberries Pears Pomegranate **Apples** Bananas Mango Grapefruit Strawberries Watermelon Oranges Pineapple Papaya Grapes

Melon Other, please specify

Please select the vegetables you like

(subject to availability)

Courgette/zucchini Beetroot Broccoli Celery Butternut squash Mushrooms Aubergine/eggplant Carrots Cauliflower Spinach Sweet potatoes Cucumber Potatoes Onions Asparagus Avocado Tomatoes Peppers

Peas Corn Other, please specify

Please select the desserts you like

Pies/cakes Ice Cream Fruit Chocolate Sorbets Soufflés Mousse

Other, please specify

Do you prefer cheese before or after dessert?

Before After No cheese

Preferred cheeses

Blue cheese Munster Cheddar Camembert Parmesan Goats Cheese
Gruyere (Swiss Cheese) Gouda Reblochon Feta Pecorino Mozzarella

Emmental Halloumi Comte Ricotta Brie

Other, please specify





BREAKFAST

What do you like to have for breakfast?

Full English (egg, bacon, sausage, mushrooms, etc)

Continental (croissants, pastries, jams, etc)

American (pancakes, bagels, waffles, hash browns, etc)

Avocado toast Smoked salmon Kedgeree Kippers Cold cuts and cheese

Eggs

Fried Eggs Benedict Scrambled Boiled Omelette Poached

Cereals

Please list any favourites

Fresh fruit juice Superfood drinks Yoghurt Health drinks Porridge Fruits

Other

Coffee

Decaffeinated Espresso Cappuccino American Other

Brand preferences

Tea

Earl Grey English Breakfast Herbal Infusions Mint Green Iced

Other Brand preferences

Spreads and jams

Butter – salted Butter – unsalted Low-fat spreads Jams/marmalades

Other

LUNCH

What do you like to have for lunch?

Light plated lunch Full plated lunch Buffet Family style

AFTERNOON TEA

Tea, coffee and biscuits Full tea with cakes and sandwiches





DINNER

Do you prefer dinner to be formal?

Do you like aperitifs and canapés before dinner?

Yes

No

Do you like to have starters?

Yes

No

Do you like to have desserts?

Yes

No

SNACKS

Do you have particular preferences, such as

Canapés Crudités Chocolates/chocolate bars

Fruits Nuts Protein bars

Olives and dips Potato crisps/chips Popcorn

Other

CHILDREN AND BABIES

Would you like special/favourite food for children, such as

Fish fingers Pizza Pasta Hamburgers Marmite Vegemite

Peanut butter Yoghurt Jelly Chicken nuggets Ice cream

Other (please specify)

Will you require:

Baby foods Formula milk

If yes, please specify brands



BEVERAGES

WINES

Are there any specifc wines you would like during your stay? If so, please list below

Would you prefer to choose from a sample wine list? Yes No

In general, do you prefer:

French South African Italian Spanish
Californian South American German New Zealand

Australian Other

Please indicate approximate price and quantity

Price range (per bottle) Quantity (per bottle)

Red wine White wine Rosé wine Champagne

Please select your champagne preference

Non vintage Vintage Louis Roederer Cristal Dom Perignon

Krug Veuve Cliquot Moet et Chandon Barons de Rothschild

Other

SPIRITS

Brandy Cognac Gin Rum Scotch Bourbon

Tequila Vodka Whiskey Liqueurs Ports

Other

Are there any particular brands you like?





Sherry

BEVERAGES

Aperol Spritz

Cocktails

Are there any particular cocktails you like? If so, please list below

Aperitifs

Vermouth Pimms Campari

Other

Any particular brands you prefer?

Beers (subject to availability)

Are there any particular brands of beer or lager you like? If so, please list below

NON ALCOHOLIC BEVERAGES

Coffee

Decaffeinated Other Espresso Cappuccino American

Brand preferences

Tea

Herbal Infusions Earl Grey English Breakfast Green Iced Mint

Other Brand preferences

Soft drinks

Are there any particular soft drinks/non-alcoholic drinks you like? Please specify your favourite brand

Tonic Cola

Ginger Ale Cordials

Still water Sparkling water Juices Coconut water

Other





FINAL WORD

Is there anything else that you would like to add to make your stay a success?