

HARBORTOWN POINT MARINA RESORT & CLUB OWNERS ASSOCIATION RESERVATION REQUEST

Name: _____ Resort No. _____
(Your 5 digit Unit or P.O. Number located on Bill)
Address: _____ Unit Type ☐ Mariner ☐ Islander ☐ Voyager
Season ☐ High ☐ Prime

TELEPHONE: DAY _____
TELEPHONE: EVENING _____

IS THIS A NEW ADDRESS AND/OR TELEPHONE NUMBER? ☐ YES ☐ NO

☐ I am requesting time for EXCHANGE through:
☐ Interval International ☐ RCI ☐ other _____

****This note applies only to II/RCI (weeks) members:** If you would like Harbortown to bank a week into your II or RCI week's account and send you a confirmation of deposit, simply provide us with your exchange member number: _____.

If you elect to have us deposit week, there is no need to complete the rest of form. Simply sign and return to us.

(BY ENTERING II/RCI MEMBER NUMBER, YOUR WEEK CHOICE WILL BE FORFEITED.)

ISLANDER OWNERS – Are you planning to lock off your unit with Interval International or RCI? ☐ YES ☐ NO

Please note - - you cannot reschedule after you have deposited a lock-off unit.

☐ I am Requesting time for HARBORTOWN POINT and I prefer a Full Week
☐ Friday to Friday Confirmation ☐ Saturday to Saturday ☐ Sunday to Sunday

1st Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

2nd Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

3rd Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

Please put the correct dates down. We will use the dates written even if it does not match the check-in date that is ticked.

☐ I am requesting time for HARBORTOWN POINT and I prefer a Split Week
A PLAN (FRIDAY THROUGH MONDAY)

1st Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

2nd Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

☐ I am requesting time for HARBORTOWN POINT and I prefer a Split Week
B PLAN (MONDAY THROUGH FRIDAY)

1st Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

2nd Choice Week No. _____ / _____ / _____ thru _____ / _____ / _____

(NOTE: Housekeeping Charges are collected on the second half of your split week stay.)

PLEASE NOTE:
Reservation Request
MUST BE in Writing.
Thank you

CHECK-IN TIME IS 4P.M.; CHECK-OUT TIME IS 10A.M.

SPECIAL ROOM REQUEST:

☐ I prefer ☐ First ☐ Second or ☐ Third floor accommodations. Room preference _____
☐ I desire a ☐ Harbor ☐ Ocean view and want to be given the option of selecting an alternate date if a view room is not available. (PLEASE NOTE: View rooms are assigned on a first come, first served basis at the time the reservation is made and are **not guaranteed**. Usually view rooms are gone by February unless the week has not opened yet.)
Special needs or concerns: _____

IF YOU NEED TO RESCHEDULE YOUR RESERVATION contact Owner Services at (805) 650-9273, Ext.365.

A rescheduling fee of \$25.00 will be collected for each second and subsequent request for rescheduling.

IMPORTANT: If these reservations are to be used by someone other than the Timeshare Owner and Timeshare Owner will not be present, a written Confirmation Transfer must be received by Owner Services prior to the reservation arrival date.

Signature: _____

**RESERVATION REQUEST CAN BE SUBMITTED BY: MAILING, E-MAILING OR FAXING TO
HARBORTOWN POINT MARINA RESORT & CLUB**

1651 Anchors way Drive, Ventura, California 93001 ❖ Fax 805/658 – 6337 ❖ E-mail: point@harbortown.com

HARBORTOWN POINT MARINA RESORT & CLUB RESERVATION TIPS

As early as possible each year Owners must make arrangements for their week regardless of if they are coming on site or exchanging. All reservation requests must be in writing.

FOR ON-SITE RESERVATION:

A written confirmation will be mailed to you within a week of receipt of your reservation Request. Your room number will be assigned at the time you make your reservation. If a water view room is important, or you prefer a specific floor, make your reservations early and specify your room preference. You do not need to wait until you have received your Assessment Statement each year to make a reservation. You may prepay fees and make your reservation early.

If you want to let a family member or friend use your unit for all or a portion of your week, *written authorization is required*. Give us a call and we will provide you with the necessary form. Remember, you are responsible for the actions of your guest – you can be charged for damaged property and extra cost incurred by your guest.

You may cancel your reservation without penalty by giving notice at least fifteen (15) days prior to check-in. Management reserves the option to assess \$25.00 for reservation that are rescheduled more than once. *Before canceling, Please be aware that the Association may not be able to confirm another reservation in the same year.* If you fail to cancel a reservation at least (15) days prior to Check-in Time on the first day of your reserved use period, you will be considered to have used the entire period for which the reservation was made whether or not you actually occupy the Unit, unless the Association is able to fill the vacancy with a reservation of another Owner.

FOR EXCHANGE RESERVATIONS:

If you plan to deposit your week for exchange, you do not need to know your travel dates at the time you make a Reservation Request for a week assignment – you need only be certain of the Exchange Company you plan to use, as once your Week Assignment is given to them for Deposit, it can not be cancelled.

We will assign a Vacation Week to Deposit to you which will allow ample time to make your Deposit with the Exchange Company of your choice. **A New Service has been provided by Harbortown:** by entering your exchange member number in the form provided, your deposit transaction will become easier by electing Harbortown to deposit for you. **(BY ENTERING YOUR II/RCI MEMBER NUMBER, YOUR WEEK CHOICE WILL BE FORFEITED)**. Allow seven to ten days for receipt of your written confirmation from us. As soon as you receive your written confirmation,

MAKE YOUR DEPOSIT IMMEDIATELY!

INTERVAL INTERNATIONAL, RCI, FAX, AND/OR INDEPENDANTS TAKE DEPOSITS OVER THE PHONE!

FAX (Fairfield Exchange) (800) 251-8736

FAX will accept Your Deposit up until two weeks prior to travel date.

INTERVAL INTERNATIONAL ("II"). (800) 828-8200

II will accept your Deposit up until sixty days prior to the travel date for a standard exchange. If your Deposit is received between sixty days and two weeks prior to the travel date, your Deposit will be considered "late" and your Travel Request will be Restricted.

RCI (800) 338-7799

**MAKE CERTAIN YOU RECEIVE A WRITTEN CONFIRMATION FROM THE
EXCHANGE COMPANY WITHIN TWO WEEKS AFTER MAKING YOUR DEPOSIT!
DO NOT ASSUME EVERYTHING IS AS IT SHOULD BE!**

Please remember – if you are a Prime Season Owner, your reservation must be designated Prime Season, Usually around late May, through mid-September. This does not preclude you from traveling throughout the year with an exchange company. We have had the unfortunate experience of talking with Prime Season Owners who called too late in the year to make a reservation because they understood that because that because they were a Prime Season Owner, they could make their reservations at any time during the year.

Any questions that you may have can be answered by Owner Services at 805/650/9273 ext.365 or 444