Searivers Sublet Scheme



Searivers Leisure Sales Ltd

Ynyslas Borth

SV24 SJZ

Tel: 01970 871399

Email: Sublet@seariversleisure.co.uk

Website: Seariversleisure.co.uk

Welcome to the Searivers Sublet Scheme

The sublet scheme enables us to act as agents for caravan owners and hire out their caravan alongside our own hire fleet.

It also provides owners with a valuable source of income without the stress of organising adverts, cleaning, or the distribution of keys.

Our holiday parks have a modest size letting operation, providing a great opportunity to make a very nice return as there's much less competition.

The next few pages outline all the information you need to know about the scheme, and you'll find all the required forms for joining it at the back.

If there is anything you would like to know or any questions you have that are not covered in this guide, please do not hesitate to call or email our team for a chat.

Get your agreement form in early...

If you get your forms to us before March 1st, we'll be able to let your caravan out for the whole season.

Even earlier, and we'll be able to organise promotional material and photography well before the season starts. You might even get some early bird bookings!

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Whilst we cannot guarantee the amount of income you receive by letting your caravan through the scheme, there are a few things you can do to potentially boost your earnings:

- Make your van available for hire during peak times
- Make yourself aware of arrival/departure days and times so you can have your caravan for personal use around these times
- Make your caravan homely. Warm and inviting with simple decorations.
- Have a pet friendly caravan. They tend to get booked out more quickly.
- Caravans with double glazing and central heating will be more popular than those without at the beginning and the end of the holiday season.

Whatever your income, the main bonus is the knowledge your caravan is making you money when it would otherwise be empty

What we need from you

In order to join the scheme we ask you to provide a few basics, the details of which are out lined below:

Inventory Packs

A standard inventory must be in place before we can hire your caravan out. This inventory must be correct for the berth of your caravan. Ie: an 8 berth caravan requires 8 forks and a 6 berth would require 6 forks.

Appliances

Every caravan must be equipped with a TV which must be a minimum screen size of 32", a DVD player, a microwave, and an electric kettle.

Grading

Your caravan will be graded according to the Searivers brochure description. Gradings are decided based on the following:

- Year of manufacture
- Size of the caravan
- Caravan facilities (central heating, double glazing, etc)
- Condition of the caravan
- Position on the park

Gradings are occasionally re-assessed and may change during the season.

Generally, only caravans up to 10 years old are considered, but we will assess older cara vans if they are well-maintained and meet the standards.



Pets

Dogs are always welcome on all of our parks, but you have the option to allow pets into your caravan or not.

Owners with dogs

If you have a dog you allow into your caravan and do not want to make your caravan pet friendly, it will be graded as `Standard ' in accordance with our policy.

If you choose to mark your caravan as pet free, you must also honour this. We have an obligation to respect those with pet allergies.

Personal belongings

It can be helpful to keep personal items in your caravan, but this can impact your grading and make customers feel uncomfortable.

Because of this, we ask that personal belongings be packed up and removed from your holiday home before hiring commences.

If required, we can do this on your behalf for a charge to the owner 's account.

Keys

3 sets of keys must be provided to reception before we can begin hiring out your caravan.

if you would like to upgrade or part exchange your caravan, contact our sales team!

Tel: 07462 343 698
Email: steve.mooney@seariversleisure.co.uk

Standard Inventory

When you join the sublet scheme you will need to ensure that there is the following basic inventory in your caravan.
Where the number of items needed is "C", make sure there are enough of the item for a fully packed caravan. For example, in an 8 berth caravan, 8 dinner and side plates would be required.

If you have any questions, please do not hesitate to get in touch using the contact details on the front page of this pack or at the bottom of any page.

Kitchen Equipment	Needed	Present?
Oven Dish	1	
Casserole Dish	1	
Mixing Bowl	1	
Salt & pepper pots	1	
Frying pans	1	
Saucepans	3	
Tea Pot	1	
Chopping Board	1	
Kettle	1	
Microwave	1	
Toaster	1	
Bin	1	
Sink Drainer	1	
Washing bowl	1	
Boiler Cupboard	**Needed**	**Present?**
Broom	1	
Dustpan & Brush	1	
Clothes Airer	1	
Mop & Bucket	1	
z	**Needed**	**Present?**
Toilet Brush	1	
Bathroom Bin	1	
Bedrooms	**Needed**	**Present?**
Coat Hangers	12	
Pillows	6	
Double Duvet	2	
Single Duvet	2/4	
Living Room	**Needed**	**Present?**
Digital TV (minimum 32")	1	
Waste Paper Bin	1	

Crockery	Needed	Present?
Dinner Plates	C	
Side Plates	C	
Cereal Bowls	C	
Egg Cups	C	
Mugs	C	
Drinking Glasses	C	
Wine Glasses	C	
Cutlery	**Needed**	**Present?**
Cutlery Tray	1	
Knives	C	
Forks	C	
Spoons	C	
Tea Spoons	C	
Utensils	**Needed**	**Present?**
Slotted Spoon	1	
Serving Spoon	1	
Wooden Spoon	1	
Bread Knife	1	
Carving Knife	1	
Scissors	1	
Tin Opener	1	
Fish Slice / Spatula	1	
Potato Masher	1	
Potato Peeler	1	
Measuring Jug	1	
Colander	1	
Cheese grater	1	

Please note, Searivers Leisure are taking bookings on your behalf and for this we take a commission. We cannot be held responsible for any items that are broken, stolen, or lost, and any replacement inventory items will be charged to your owner 's account. It is important to ensure that you have adequate insurance to cover damage by holidaymakers.

Sublet Scheme Charges

The secret of successful holiday hire is understanding in advance the charges you may incur. Please take time to read this section carefully.

Joining fee

A one off fee of £150 to cover the costs of setting up your caravan for subletting, including software, a photo shoot, and a page on our website.
For an additional fee, we can take a walkthrough video of the caravan to help increase bookings. This fee can be taken off your income at the end of the season.

Commission

A commission fee of 25% plus VAT is charged to your net income.

Changeover charges

We provide a full linen service including supply, collection and laundry of bedding, as well as a full clean of your caravan for each booking.
This service costs £30 inc. VAT and is factored into your caravan's rental cost, meaning the guest pays for it, not you.
Private bookings for your own use that require cleaning and linen will incur the usual £30 cleaning charge and a £50 cleaning surcharge to help us cover costs.

Safety checks

There are several compulsory tests for our sublet owners that must be completed before we can make your caravan available for rental. These include a gas test (from £110), an electric test (from £120), a fire risk assessment (£150), PAT testing (£from £70), and fire extinguisher servicing.

Cleaning charge breakdown

Linen costs - 2x single, 1x double = £25
Staff costs - £13/hour for two hours, for two employees = £52
Total cost for Searivers comes to £77 before factoring petrol and cleaning supplies

Gas and electricity

Electricity is metered and invoiced annually in August.
Gas bottles will be supplied as required and billed to your account. We typically check your caravan each Friday during the holiday season.

Inventory

Your caravan must be fully equipped during the holiday season.
We will invoice you for any replacements needed, or, time allowing, you may arrange replacements yourself.

Minor essential repairs

Once we commence hiring your caravan, we will carry out any necessary minor repairs to maintain the quality of your caravan.
You will be invoiced for these during the season. We will advise you of the need for any major repairs before going ahead with them.

End of season deep clean

The end of season deep clean is heavily recommended. We thoroughly clean inside and out of all appliances, clean every surface high and low, and provide a carpet clean.
This takes on average 2-4 days to complete to the required standard and costs £450 per caravan.



Insuring your caravan

Here at Searivers Leisure, we always do our utmost to look after our valued owners and their caravans.
You should, however, maintain insurance for your caravan in the unlikely event of loss or damages.

Under the terms laid out in the license agreement, all owners are required to insure their holiday home. This should not just be seen as complying with the agreement, but also as providing you with the peace of mind to enjoy your caravan free of the anxiety that comes with ownership.

When you are joining the subletting scheme we would heavily advise you to ensure that your insurance includes cover for loss or damage by a hirer to continue this peace of mind while others are using your holiday home.

We are happy to provide you with the details of our recommended insurer, Compass Insurance, which includes damage caused by hirers. Details can be obtained by calling, emailing, or popping in to see our reception team.

No matter who you choose to cover your caravan, we will need to be provided with a copy of the policy you have chosen.
This is to make sure that it meets our standards for public liability cover (A minimum of £5 million).

Failure to provide evidence of your insurance in a timely manner will result in an administration charge.

DAC7 Compliance Notice

As we have an online platform for bookings we will be required by law to report any earnings you make via your caravan to HMRC

Please note, Searivers Leisure are taking bookings in your caravan on your behalf.

We cannot be held responsible for any items that are lost, broken, or stolen.

Any replacement inventory items will be charged to your owner account.



What do we do?

Our reception and cleaning staff will help every step of the way to ensure the subletting service is a rewarding and stress free experience for you.

Marketing

- Online advertising on our website and on various third party websites
- Offline marketing on brochures, flyers, and letters to our extensive customer database
- Select additional advertising locally and nationally

Housekeeping Service

- Cleaning - We provide a full clean of your caravan after every let.
- Linen Service - We manage a full linen service including delivery, set pickup for all lets.
- Key handling - We run a full key handling service to ensure we know who is in your holiday home for the duration of the sub letting period.

Administration

- Taking bookings on the telephone, in person, or processing reservations made online
- Balance collection - We arrange the collection of all holiday payments on your behalf
- Customer correspondence - We deal with all confirmations and invoices
- Reception service - We handle all cus tomer enquiries before, during, and after the holiday lets, as well as arranging any required maintenance.



Preparing for your first bookings

To help our staff work more effectively, and to ensure the safety of any guest who stays in your caravan, it is important you fully understand the contents of this page before your first holiday booking is accepted.

Prohibited items

The following items cannot, under any circumstances, be left in your caravan during the holiday period.

- Hazardous chemicals or anything else that carries a hazard warning
- Food items of any description including condiments, tea, coffee, etc
- First aid kits, as some items carry an expiration date and would need to be maintained professionally
- Blankets, towels, tea towels, shower mats, bath mats, or other items which, for hygiene reasons, would need to be washed between uses. We are unable to offer a laundry service.

HAZARDOUS CHEMICALS

Anything with a hazard marker (yellow triangle with a black outline or white diamond with red outline) on it is considered a dangerous chemical. This includes things such as Bleach, Washing machine powder, and many cleaning sprays.

Contents of your caravan

Our staff work to tight time constraints during the holiday period, and a caravan should be easy for us to keep clean and maintain.

Whilst a few ornaments and items like books and puzzles are fine, excessive clutter should be avoided.

- Surfaces should be clutter free
- Cupboards, drawers, and cabinets must be left empty except for the required inventory
- Decorations must be clean, smart, and not excessive
- Inventory must be kept to only what is required.
- Some additional items may be useful, but too many additional things will cause delays in cleaning and possibly lead to additional charges.

We understand you may be using the caravans yourselves when no holiday guests are booked. If you do wish to keep a few personal items in the caravan, please speak to us to agree on how this could be achieved. Without this agreement, personal belongings should always be removed from the caravan.



Private Bookings

We understand that as a caravan owner, you want the chance to enjoy your own holidays and share that joy with family and friends. To make sure you can enjoy your own stree-free holidays, we do ask that you follow some additional rules

Advertisements

While doing your own advertising on top of Searivers' may seem like a brilliant idea to boost sales, we kindly ask that you do not self-promote sublet caravans. This includes things such as facebook posts or putting posters in the windows.

These things have caused several issues in the past, and we feel following this rule helps keep everything stress-free for everyone.

Online Travel Agencies (Airbnb etc)

By standard, Searivers Leisure puts all sublet caravans onto OTA's such as AirBnB under the Searivers name to help boost sales.
Having your caravan on OTA's under your own name as well is permitted, however, we would strongly advise against it.

In the event that you do advertise your caravan on these sites, you are taking sole responsibility for ensuring that your booking calendar remains up-to-date, and that you inform Searivers of any booking made. You are also taking responsibility for the provision and returning of keys, as the Searivers office cannot provide keys for private rentals.
We cannot be held responsible for any double bookings, access issues, or other issues that arise from your own use of OTA's.

Confirmed Customer Bookings

Once the park has accepted a customer reservation, those dates become unavailable for owner occupation, private bookings, or withdrawal from the letting program. Confirmed bookings cannot be cancelled.



Bookings and cleaning arrangements

We use an online booking system to keep track of your bookings. You can access this from your phone or a computer to view and make reservations of different kinds.

Blocked periods

- Appears as grey on the calendar
- Doing your own key handling and cleaning after the stay
- Recommended for family and friends visits, or bookings that you are handling completely

Owner bookings

- Appears as teal on the calendar
- Doing your own key handling, but not cleaning after the stay. The beds are also made up for your arrival.
- Incurs a £45 surcharge on top of our standard cleaning fee

Searivers bookings

- Appears as green on the calendar
- Bookings we have taken, and will handle completely. Nothing for you to do!

Leaving the scheme

Sometimes plans change, and we want to make the process of leaving our scheme just as easy as getting on



Required notice

Holiday homes let out through us can get very popular, and in many cases we will have bookings made more than a year in advance.

We ask that you get your request to leave the scheme to us, in writing, before September 30th (December 15th for 2026). You will then be removed from our booking system for the following year.

Withdrawing during season

You can request to withdraw from the current letting period at any point by writing to us.

In this case, you will be invited to share your reasons for withdrawal so that we can keep improving our sublet scheme. Following this, your caravan is immediately removed from our available bookings and all advertisement platforms.

Withdrawing from the scheme part way through the season does not affect bookings currently in place, and Searivers reserves the right to carry out these confirmed bookings in your caravan.

Payouts from a partial season

After withdrawing from the rest of the season, Searivers will calculate the income you are due.

If you have a large number of bookings still due to arrive later in the year, you may be invited to discuss your options for this payout, as it is not yet guaranteed.

This income is subject to a 25% commission plus VAT charge.

Your Sublet Income

We always aim to make you as much money as possible through our subletting program. This outlines our process for paying you,

The end of the rental season

At the end of each season (October 31st) we go back through all of your bookings for the year so that we can provide you with a summary.
This process usually takes 2-4 weeks.

This summary includes the starting date of every booking that stayed in your caravan, alongside the income that you have made from it before any deductions.
You will then be provided with an overall total, the total amount of commission and VAT to be taken, the total for any additional charges, and how much you will be paid.

Getting your income

After the sublet summary letter is provided to you, the total income at the bottom of the page will be added to your Searivers owner account.
When added to your owner account, your income will automatically be applied to any outstanding bills in order to settle your account.
After this process, any remaining income will be left as a credit.

In the event that your account is in debt to an amount greater than your sublet income, you will be sent a follow-up invoice outlining where everything went and how much is still outstanding.

Getting a payout

If you have income remaining on your account after it has been settled, you are able to request a payout of the remaining credit by writing to us via email at the address on the bottom of the page.

Charges to your account

When charges are made to your account during the sublet season such as gas bottles and maintenance fees, these can be left on your account until the end of the season so that your sublet income can cover them.

Once your income has been used to settle these charges, you must clear any outstanding invoices before the commencement of the following season.

This system of delayed invoices does **not** apply to site fees. Instead, these must be paid on their due dates.



Terms and Conditions

The Park provides leisure facilities for family holidays and short weekend breaks.
Searivers Leisure Ltd provides an agency service to Caravan Owners whereby holiday accommodation can be hired out to holiday makers.
The Sublet Scheme Agreement is conditional on the following:

1. You agree to hire out your holiday home to holidaymakers through Searivers Leisure Ltd who are acting as your agents for this purpose

2. As a general rule, caravans aged from 2011 onwards qualify for subletting. However, this is at the company's discretion and older, well maintained caravans will also be considered.

3. All holiday homes must be of a modern design, clean, and of smart appearance internally and externally.

4. We will inspect caravans accordingly once you have expressed an interest in subletting. We will then advise you if your caravan meets the criteria for subletting and the relevant grade.

5. Searivers Leisure Ltd reserves the right to re-grade your holiday home at any time during the seasonif it does not conform to our policy and specifications set for the grade

6. It is your responsibility to ensure the caravan is ready for letting at the beginning of the season. We will inspect the caravan and carry our further cleaning, repairs or replacements as necessary and charge your account accordingly.

7. Following a booking taken by Searivers Leisure Ltd, cleaning is included in our changeover charge. You are responsible for ensuring the caravan is cleaned to the required standard following use by yourselves, friends, or private lettings. If it is not cleaned to the required standard, we will carry this out and charge your account accordingly

8. All sublet caravans require an an nual Gas Safety Test, a 3 yearly Electrical Inspection certificate, and a fire risk assessment. The inspection certificates will be held on park and a copy available on request. All portable electrical appliances must be PAT tested. The cost of these tests is payable by you.

9. Gas Bottles must be stored out side your holiday home in an ade quately ventilated non combustible area.

10. Three labelled sets of keys must be given to receptions before letting commences at the begin ning of the season.

11. All personal belongings must be packed up and removed from your holiday home before any hiring commences (if we are required to do this on your behalf you will incur a charge to your owner's account)

12. The park is not liable for any re pairs or damage to inventory items caused through normal wear and tear. These will be re placed if necessary and your ac count charged accordingly.

13. We will check and clean the cara van after each boking. We reserve the right to carry out any request ed repairs and replacements to maintain the caravan to required standards for letting. All expenses such as repairs and replacements will be charged to your account. We will make every effort to in form you of any major repairs or replacements required.

14. We will charge 25% plus VAT commission on all bookings made through the park.

15. It is the responsibility of the owner to provide a full inventory of items as detailed in our inventory list. Sauce pans and similar metal items must be rust-free. If necessary, items will be replaced as required throughout the season and the cost charged to your account. We will, whenever possible, advise you of any required replacements.

16. Caravans must have a fully operational CO and smoke alarm, 2kg powder fire extinguisher and a fire blanket. We can provide a quote for these items if required.

17. Every caravan must have a flat screen TV (min. 32") and DVD player. The park reserves the right to provide a replacement television and charge you accordingly if the original requires replacement or repair.

18. To encourage bookings during the off peak season or at quiet times when we have last minute availability, we may offer discounted breaks and short stays. We also offer loyalty discounts to returning customers. Commission will be calculated on the discounted rate charged.

19. If you decide to leave the park be fore the end of the season, or decide to opt out of the scheme, any sublet income paid early will be subject to a commission charge of 30% plus VAT.

20. We reserve the right to cancel or move a booking at any time.

21. You are still permitted to let your van privately at times that have been identified for your `own use'. However, we do not allow advertising for private lets.

Terms and Conditions

22. There can be no literature left inside the caravan, signs in the window, or signs outside your caravan relating to letting privately. Should this happen, you may be removed from the subletting scheme

23. At times that you do let your caravan privately, Searivers Leisure Ltd cannot be responsible for handing out the keys to holiday makers. It is the owner's responsibility to arrange for the collection and safe return of keys.

24. Owners must ensure they have comprehensive insurance cover including public liability cover for no less than £5 million. We can provide details of our recommended insurer or you may arrange your own insurance. We need a copy of the policy before the letting season begins. You need to ensure your insurance provides cover for damage caused by holidaymakers as Searivers Leisure Ltd cannot be held responsible for damage caused by hirers.

25. The holiday home must be vacated by 10am on the commencing date of the letting period and re-access will not be granted until after 3pm on the stated departure date. This is to ensure the terms of the hiring period are met and the holiday home can be thoroughly cleaned ready for holiday makers and for you on your return.

26. To change availability dates you can email sublet@seariversleisure.co.uk, or update your online calendar. We always recommend confirming dates are correctly blocked before making holiday plans.

27. It is the responsibility of the owners to check the requirements regarding paying income tax on caravan letting income

28. Should your holiday home be repossessed during the letting period, we reserve the right to retain your income to cover any debt in your rent ledger. Where we need to discharge any finance obligations you have incurred or we have obligations to the person providing the finance arising from your default, we can use the money that you have earned from letting to reduce or discharge the finance or reimburse Searivers Leisure Ltd for money paid to the person providing the finance. Searivers Leisure Ltd reserves the right to cancel the letting agreement at any stage

29. This agreement is subject to change throughout the holiday season

