

Please print this page, complete it and mail to:

The Lodge Retreat, LLC  
530 McNamara Street  
Hastings, MN 55033

## ***The Lodge Retreat, LLC***

### *Terms & Conditions for Rental*

**RESERVATIONS:** To confirm your reservations we require this rental contract with credit card number (Visa, MasterCard or Discover) with a \$316.50 (includes tax) deposit to secure your dates or you can send a check (written out to The Lodge Retreat in the amount of \$316.50) along with your contract. The remaining balance will be processed with the same credit card 60 days prior to your arrival date.

**CANCELLATION:** If you cancel more than 60 days in advance from arrival, you will not be charged anything except for a \$20 processing fee. If you cancel less than 60 days in advance from arrival, the deposit of \$316.50 (includes tax) will be forfeited.

**LINENS:** We provide all linens (towels, sheets, and blankets). When leaving please strip the beds and put all sheets in one pile by the laundry rooms. The clean bedding will be folded and placed on all beds. Pillows will not be provided so you will need to bring your own.

**CONSUMABLES:** We provide a supply of items such as toilet paper, paper towels, and dish soap.

**KITCHEN:** Salt & pepper are provided along with cooking utensils, pots, dishes, flatware, and coffee maker/filters. All dishes must be cleaned by check out.

**UTILITIES:** The Lodge has central air conditioning and heat. When leaving for the day please turn off lights, televisions, **fireplaces and set all thermostats (summer months set to 74 and for winter months set to 66)**

**SMOKING/PETS:** There is NO smoking inside The Lodge and no pets are permitted inside or outside. No Fireworks or Firearms.

**DAMAGE:** The Lodge is inspected and cleaned following each occupancy. While you are occupying The Lodge you are responsible for damage or missing items done by yourself or your guests/visitors. Any resulting damage will be charged to your credit card after notification.

**CHECK IN/CHECK OUT TIME:** Check in time is **3:00 p.m.** day of arrival unless earlier time is approved by The Lodge Retreat. Check out time is **11:00 a.m.** day of departure unless a later time is approved. Please remove all personal items by check out time. Please place trash in dumpster.

**INTERNET/MUSIC/MOVIES:** The internet at The Lodge is not restricted to any sites so use parental guidance if needed. Same rules apply with our music and movies.

**GARBAGE:** All trash is to be taken out to the dumpster before you leave.

**Please note if the above items are not followed your credit card may be charged additional fees after notification.**

We, the undersigned, understand all terms of this rental contract. Failure to uphold any provision of contract can result in eviction of premises.

Name(printed) \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Email Address \_\_\_\_\_

Signed \_\_\_\_\_

Check-in Date \_\_\_\_\_ Check-in Time \_\_\_\_\_

Check-Out Date \_\_\_\_\_ Check-Out Time \_\_\_\_\_

Visa, MasterCard or Discover # \_\_\_\_\_ Exp \_\_\_\_\_

(Must provide credit card information even if you are paying the deposit with check)

Last 3 digits on back of card \_\_\_\_\_

Check Number \_\_\_\_\_ (if deposit is paid by check)

Reservation Name made under \_\_\_\_\_ (name that will be on calendar)

Please print, read, sign and return to **530 McNamara Street, Hastings, MN 55033**

General Information to help us prepare for your reservation:

Will you be Scrapbooking? (Circle) YES / NO

Will you be Quilting? (Circle) YES / NO

How did you hear about us? \_\_\_\_\_

If you will be Scrapbooking how many people will you have and how many tables will your group need (we have 16 tables set out at all times with 4 extra tables available upon request)?

Total # of People = \_\_\_\_\_ , Tables Needed = \_\_\_\_\_