

Sheltowee Trace Adventure Resort welcomes you!

The following information will help you prepare for and plan your event space rental. We ask that you take time to read all of the following policies and procedures before signing your rental agreement.

- The renter of record must sign this Rental Agreement and put down his/her credit card as the security/damage deposit. This credit card will be charged for any cleaning fee(s) or any additional fees that you may incur. The Renter of Record must be at least **18 years old**.
- As the renter of record, you are responsible for knowing and following these rules and for ensuring that others in your group know and follow them as well. We also suggest you bring a copy on your trip, as it may help answer many of the questions you might have before, during, and even after your visit.

Please INITIAL the bottom right corner of each page, and SIGN the final page of this rental contract. We must have this rental agreement, credit card deposit and a copy of your drivers license before you will be allowed to check into your rental space.

RENTAL AND CANCELLATION POLICIES AND PROCEDURES:

- All reservations require 50% rental payment at time of booking. The remaining 50% will be due a week in advance. Please see the separate cancellation policy for any questions regarding your rental payment.
- **Cleaning Fee(s):** There is a \$75 cleaning fee each for the Eddy main room and the Eddy kitchen (total of \$150). This charge will be waived for the following:
 - The Eddy mainroom: Cleaned except for mopping the floor. This includes any spills or food in or around the buffet counter. Porches must be left in the condition they were found. Brooms are located next to the bathrooms. Bathrooms just need a standard cleaning, nothing excessive. All trash is bagged and either placed in the on-site dumpster or left at the bottom of the stairs (inside the door).
 - The Eddy kitchen: Cleaned except for mopping. Washed dishes/utensils/cookware may be left on drying rack to be put away. Used dishtowels placed in the kitchen sink.
- Guest(s) will have 1 hour(s) to inspect The Eddy rental space and report any damage/broken objects in the space they feel they should not be liable for. After 1 hour, any damages in the rental space will be the full responsibility of the guest(s).
- Late departures may result in your being charged for additional hour(s) rental fee depending on how long your rental goes over your designated ending time. No refunds will be given for early departures (such as should you find it necessary to leave earlier than your reserved departure time), for any reason, including weather and/or road conditions.
- **Keys:** You will not need any keys to The Eddy. On the date of your rental if you are paid in full, we will set the combination for the front door to the last 4 digits of the phone number provided when your reservation was made. Please write down this code so that you can access The Eddy when you arrive. You may leave the door unlocked for guests to come and go, if you need assistance with this, please let us know. When you depart, make sure the door is securely closed and locked.
- **Parking:** Guests must park in the main parking area across from The Eddy. If items need to be unloaded you may do so at the front, or side of the building, and then promptly move your vehicle. Unloading should take no more than the 15 minutes posted in front of the building and should not block or restrict other guests from accessing their sites and/or the restrooms.

- **Kitchen:** The kitchen has a small refrigerator, stove, microwave, toaster and coffee pot. (We do not supply the coffee.) We provide some plates, cups, and utensils, as well as basic pots, pans and cooking equipment. You will need to bring any food or specialty cooking equipment.
- **Electronics:** The Eddy has a wide screen HDTV with a streaming device. The streaming device allow you to sign into your streaming service or watch the free channels provided. Cell phone service is rather spotty in this area but wi-fi calling is available. The Eddy has free wi-fi.
- **Decorations:** Decorations may be hung only using command strips. Tape will not stick to the walls, and push pins are not permitted. Decorations and any associated command strips must be removed prior to departure.
- **Cleaning supplies and Fees:** A supply of dish soap, toilet tissue, paper towels, and trash bags are provided. There is a broom, a dust mop, bottles of cleaner and other basic cleaning supplies in The Eddy. These items are for your use during your rental period and are not to be taken with you when you leave. No housekeeping is provided during the rental period. Additional cleaning, other than floor sweeping/mopping, required by our Cleaning Crew upon your departure will incur a cleaning fee of no less than \$75.
- **Pets:** Pets are allowed in The Eddy within reason. Please limit the amount of pets in the space to less than 3. Do not allow pets on the balcony unsupervised. Sheltopee Trace Adventure Resort is not responsible for accidents that occur to pets during your rental period or during your arrival/departure. Please keep in mind that excessive pet hair in the rental space, or pet waste, will incur the cleaning fee mentioned above of no less than \$75.
- **Smoking:** The Eddy is a **non-smoking** rental (as are all of our buildings, including the porches and stairs). If there is any evidence of smoking inside or on the porch of the rental space, a minimum charge of \$200 will be placed on your credit card. Smoking is permitted at the blue tent behind the reservationist building. Please dispose of your cigarette butts outside in the cigarette containers provided.
- **Illegal behavior/items:** Use of illegal drugs, illegal fireworks, and underage drinking is prohibited at and around The Eddy, as is theft, vandalism and any other illegal activities. Any evidence of the above will result in immediate eviction with no money refunded. In addition, these activities may be documented and turned over to the police and appropriate damage charges to your card.
- **Alcohol:** We do allow the consumption of alcohol in The Eddy but we expect our guests to do so with discretion. We are located in Whitley County, which is a "dry" county. However, Corbin (our closest town) is wet. Restaurants meeting certain criteria are allowed to serve alcohol by the drink. Beer is widely available in most grocery stores and mini-marts, and there are several stores that sell hard liquor. Underage drinking is still an illegal activity and will be dealt with in accordance with the **Illegal behavior/drugs** statement above. In case you missed that section, any evidence of illegal activities will result in immediate eviction with no money refunded. In addition, these activities may be documented and turned over to the police.
- **Lost and Found:** You are responsible for your personal items while you are at The Eddy and taking those items with you when you leave. Any non-perishable items left behind will be turned into Lost and Found at Sheltopee Trace Adventure Resort. We can mail those items to you at your request, but you will pay for shipping charges. Items should be claimed within 30 days.
- **Damages:** You are responsible for any damages, loss and/or removal of property from The Eddy during the time of your occupancy (including the kitchen). Damage fees will be assessed on a case by case basis and charged according to the cost of repair or replacement of the damages. This includes if The Eddy is left unsecured and items are damaged or missing while you are away. We are generally more responsive to damages when they are brought to our attention rather than if we discover them on our own.

Owner Entry: We reserve the right to enter The Eddy during your occupancy (for repairs or other issues). We will keep this to a minimum and will knock and announce our presence before entering.

When Departing:

- Please leave The Eddy in the same general condition that it was in when you arrived.
- If you have moved furniture items, please place them back where they were originally.
- Please remove all food and beverage items from the cabinets and fridge.
- Check to make sure that you have all your personal belongings with you.
- Check to make sure that you do not have any items belonging to The Eddy with you.
- Bag all trash and place it in or around the trash can provided for the rental space.
- Wet and/or soiled towels, etc should be left in the kitchen sink.
- Make sure that the stove and coffee pot are turned off.
- Turn off all lights and make sure that the front door is locked.

INDEMNITY CLAUSE: The registered renter agrees to indemnify Sheltowee Trace Adventure Resort of any damages to the premises which result from the renter's occupancy (including furnishings and household items) and/or damages found upon arrival. The renter of record is the one who will be charged for any damages his/her group causes to the property. Sheltowee Trace Adventure Resort will not be held responsible for accidents or injury to guests or for loss of money or valuables of any kind. The renter of record assumes full responsibility for any and all damages that his/her group causes, excessive cleaning charges for problems caused by his/her group, or for any items found to be missing after his/her group's visit, including any kitchen items, cleaning supplies and dish towels. By accepting this reservation, it is agreed that all guests of the registered renter are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

By signing this form and by providing your credit card information, you confirm that you are over 18 years of age. Please remember that a signed rental agreement is considered a legal and binding contract and therefore gives Sheltowee Trace Adventure Resort the right to collect payment for damages, missing items, and excessive cleaning that are made necessary by your stay. We accept Visa, Mastercard, and Discover cards.

CREDIT CARD GUARANTEE –

I, _____ am providing my credit card number as a guarantee to Sheltowee Trace Adventure Resort. I agree to pay all rent, accept all terms of the lease agreement, and accept all liability for any damages, beyond normal wear and tear, or additional cleaning charges during the term of my lease with Sheltowee Trace Adventure Resort. If I fail to do so I understand that this cost will be charged to my credit card and all credit card sales are final. I also agree by signing this form and by providing my credit card information that I am over 18 years of age.

Circle one: VISA MC Discover

Credit Card Number: : _____ Expiration Date _____

Authorizing Signature: _____ Date: ____/____/____

Printed Name: _____

Address _____

(must match billing address of credit card)

City State Zip: _____

Cell Phone: _____ Email Address: _____

The renter of record must both sign this rental agreement and provide a credit card under the same name and address.