

# Charleston Lake Cottage Rentals

## RESERVATION FORM/AGREEMENT

E-Mail Only – [jkdiy@yahoo.com](mailto:jkdiy@yahoo.com) (There is no phone associated with cottage rentals)

**PLEASE DO NOT CONTACT MARINA ABOUT COTTAGE RENTALS; they are not responsible for cottage rental questions or issues. If a cottage does not have Wifi, please ensure that your phone has a data plan for the duration of your stay.**

COTTAGE: \_\_\_\_\_ CONF #: \_\_\_\_\_ RATE: \$ \_\_\_\_\_  
(CANADIAN DOLLARS CASH ONLY (no debit) DUE UPON SAT CHECK-IN AT MARINA (not before 2:00 pm; Saturday check-out, by 10:00 am)

NUMBER OF GUESTS: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ PETS: # Dogs: \_\_\_\_\_ # Cats: \_\_\_\_\_

CHECK-IN DATE: \_\_\_\_\_ (Check-in at Marina 2pm - 4:30pm)

CHECK-OUT DATE: \_\_\_\_\_ (Check-out and return key to the Marina by 10:00 am)

RENTAL BOAT Needed? Contact Marina directly, approx. May 1, for all boat rentals [kelseysparts@gmail.com](mailto:kelseysparts@gmail.com) or 613-924-2568.

PLEASE PRINT LEGIBLY:

The first person listed above and signing below is responsible for the booking and must be 30 years of age or older, have his/her own driver's license and credit card, to be listed below. This person will be held responsible for charges concerning but not limited to the following; applies whether or not this person stays at the cottage.

Name, Person Responsible: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name, Alternate Person Responsible: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

E- Mail Address: \_\_\_\_\_ Alternate E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3-digit Security Code (on back): \_\_\_\_\_

Card Owner Signature: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**\*NOTE: Credit Card is used for gas, boat rentals, phone, marina purchases, damages, etc - not for rental fees.**

\*\*CANCELLATION POLICY: Booking deposit not required, but **60 days** cancellation notice IN WRITING/ACKNOWLEDGED via email is required, or a Non-Refundable charge of \$250 per week, Canadian Funds, will be charged to your card should we not receive your written cancellation by 60 days prior to reservation. If we have to charge your card and are then able to re-rent for those dates, we will credit your card account.

CHECK-IN (get key) and CHECK-OUT (return key) = Kelsey's Marina.

No arrivals after 4:30 pm. We **MUST** be notified if you are going to be late; \$50 late charge may apply if someone has to come after hours to check you in, give keys, directions, etc.

NOTE: CHECK-OUT is BY 10am at the marina; please return the key at that time. **DO NOT LEAVE THE KEY IN COTTAGE.** The check-out time is **STRICT** in order for us to prepare cottages for the next renters without having to hire additional workers, thus helping to avoid the need to increase future rental rates.

**PAYMENT METHOD: CAD (Canadian) cash only, no debit cards, which includes the tax.**

U.S. guests should exchange \$ either at the Border (Duty Free Store – best rates there) or at a bank, PRIOR to check-in; TD Bank in Brockville is open Saturdays from 8am to 4:00 pm. One is located in Brockville Mall (on east side of the 401 Hwy) and one is located on King St West (main street) in downtown Brockville.

**PARKING:** There is limited parking available at each mainland cottage; for mainland cottage overflow or island cottages, parking is on Charleston Village public streets, or you may check with Kelsey's Marina for off-street parking at nominal rates, for any trailers/vehicles.

**DRINKING WATER:** FREE 5 GAL JUG WATER PER WEEK; empty jugs can be exchanged for full at marina for nominal charge; prior to checkout, please leave partial jugs in dispenser. Credit for return and charge for new goes to cottage owner.

**GARBAGE/TRASH:** Garbage is to be taken with you or left at the marina at a charge of \$4 tag fee per bag/box upon your departure. Please remove all garbage to help us avoid odor or animal damage. Garbage bags left at cottage will be charged \$25/ea.

**QUIET TIME:** Quiet time is 10 pm until 8 am. There is a \$250 fine added to your credit card if we receive neighbor complaints about noise, discourteous, or dangerous behavior at any time; charges for neighbor complaints are not negotiable.

**TELEPHONES:** Cottage telephones are for INCOMING, non-collect calls only, or OUTGOING COLLECT calls only. Charges to owner's bill will be double-charged to your card. Must have data plan on your phone for cottages that do not have Wifi.

**NO FIRES,** except in pits only, if provided. Pits are placed by owner where they are the most safe; please do not move them.

**FIRE BANS:** if there is an Ontario or County wide fire ban, this means ALL fires are banned, even in designated fire pits. Please check with the marina before starting ANY fires. There is a \$500 govt fine for fires during a Fire Ban.

**REPAIRS:** Upon arrival, please notify Marina of any repairs that need to be made, or items that should be attended to, in order that breakages, etc are not charged to you. Your signature below indicates acceptance of repair or other charges during your stay. Please notify us of any issues.

**CLEAN PRIOR TO CHECK-OUT:** Floors to be swept/vacuumed, dishes washed and put away (including from dishwashers), remove items from washers, dryers where avail, sinks/showers and fridge cleaned and generally tidy. Pick up trash from outside as well. Remove all food, including from fridge. Check under beds and furniture for your items.

**PLEASE DO NOT RE-ARRANGE FURNITURE,** and do not rummage thru cabinets/trunks/boxes that are closed up and/or marked off limits. In signing below, I authorize Kelsey's Marina to charge my credit card, above, for damages or other fees, outlined but not limited to the above, without argument. Damages are considered broken, lost or destroyed items that were not that way upon your party's arrival.

**AGAIN: CHECK-IN/CHECK-OUT and KEYS:**

When appropriate, pick up key upon check-in/cash payment at marina; please return keys to marina upon check-out. Please email us for booking confirmation and address to mail contract.

**NOTE:** This Reservation Contract must be filled out legibly, completely, and signed, or booking will be cancelled.

Please have all adults in your party read this agreement so everyone understands the agreement for which you are signing on their behalf.

I am listed above as the person responsible for this rental, and agree to rent the above cottage per this agreement:

\_\_\_\_\_  
DATE\_\_\_\_\_