

Charleston Lake Cottage Rentals - RESERVATION FORM/AGREEMENT

(Kelsey's Marina, agent) Phone: 613-924-2568 E-Mail: rentals@kelseysmarina.com

COTTAGE: _____ CONF #: _____

RATE: \$ _____ (CAD CASH ONLY UPON CHECK-IN AT MARINA, not before 2:00 pm, Saturday)

NUMBER OF GUESTS: _____ PETS: # Dogs: _____ # Cats: _____

CHECK-IN DATE (at Marina 2pm-4:30pm) _____ CHECK-OUT DATE (at Marina BY 10:00 am) _____ (RETURN KEY TO MARINA)

RENTAL BOAT Needed : no; yes Boat Size & Motor: _____ RATE (on website): \$ _____
(please confirm this boat rental with marina personnel any time after MAY 1, M-F, 9-5, by telephone: 613-924-2568)

PLEASE PRINT LEGIBLY:

Name, person responsible: _____

The person signing is responsible for the booking and must be 30 years of age or older, have their own drivers license and their own credit card. 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.

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: _____ DATE: _____

***NOTE: Credit Card is not used for rental fees; is for damages, gas, boat rentals, phone, or marina purchases**

NO DEPOSIT/CANCELLATION: Booking deposit not required but 30 days cancellation notice IN WRITING is required. You can phone first but must be followed up by mail or email. *A Non-Refundable charge of \$250 per week, Canadian Funds, will be charged to your card below, should we not receive your written cancellation by 30 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 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; late charge may apply if someone has to come after hours to check you in, give keys, etc. NOTE: CHECK-OUT is BY 10am at the marina; please return the key at that time - DO NOT LEAVE IN COTTAGE. This timing is STRICT, as in order for us to have time to check all cottages prior to next renters, and make necessary adjustments, it takes time to do this, and get from one to the other. Future rental rates are affected if we have to hire additional help to check/clean cottages.

PAYMENT METHOD: CAD (Canadian) cash only, 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.

DRINKING WATER: FREE 5 GAL JUG WATER PER WEEK; empty can be exchanged for full at marina for nominal charge; leave partial jugs in dispenser please. Credit for return 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 upon your departure. Please remove all garbage, to help us avoid animal/smell 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 get 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.

NO FIRES, except in pits only, if provided. 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 clean and generally tidy. Pick up trash from outside as well. **Remove all food, including from fridge. 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 guests' 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.

I agree to rent the above cottage per this agreement: _____ DATE _____

