

Charleston Lake Cottage Rentals

RESERVATION FORM/AGREEMENT

E-Mail Only – 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/issues. If a cottage does not have Wifi, please ensure that your phone has a data plan for the duration of your stay. Move-In: not before 2:00pm; Move-Out: BY 10:00 am.

COTTAGE: _____ CONF #: _____ RATE: \$ _____

NUMBER OF GUESTS: Adults: _____ Children: _____ PETS: # Dogs: _____ # Cats: _____ Other: _____

MOVE-IN DATE: _____ (2pm - 4:30pm)

MOVE-OUT DATE: _____ (BY 10:00 am)

RENTAL BOAT or TAXI NEEDED? Contact Marina directly after May 1: kelseyparts@gmail.com or 613-924-2568.

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**PLEASE PRINT LEGIBLY:**

The first person listed 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 to be held responsible for charges concerning but not limited to items listed here or on Contract; applies whether or not this person stays at the cottage.

*\*Alternate contact is only for contact purposes, should primary person not be reachable.*

Person(s) Responsible: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

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

Alternate Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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Primary person \*Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ 3-digit Security Code (on back): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Province or State: \_\_\_\_\_

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

**\*NOTE: Credit Card is used at Kelsey's Marina for gas, boat rentals, marina purchases, damages, etc - not for rental fees.**

**\*\*PAYMENT & CANCELLATION POLICY:** Non-refundable booking deposit of \$250 required at time of booking. Balance to be paid by one week prior to arrival. Lockbox codes will be issued with this final payment, as they change from rental to rental. Payment may be done by e-transfer (preferred, and is free) or sent by snail mail (add \$25 to balance due).

**60 days** prior to arrival date cancellation notice IN WRITING & ACKNOWLEDGED via -email is required, or a non-refundable charge of \$250 per rental 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.

**REPAIRS:** Upon arrival, please notify agent 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.

We try to keep rental rates reasonable, but cleaning services seem to go up every year. This is why we ask that you leave the cottage as you found it, ready for next renters.

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, and those items listed on accompanying "Contract" without argument. Damages are considered broken, lost or destroyed items that were not that way upon this party's arrival as well as major cleanup required that is out of the ordinary.

**NOTE: Cottage owners reserve the right to change or remove listed facilities at any time without notice; while malfunctions during your stay will be tended-to ASAP, no refunds will be given for acts of nature, or anything other than issues taken up with owner by agent. We are the agent only for all rentals contracted on behalf of cottage owners and shall not be held responsible for changes made by owner; or website listing at any time. No refunds for amenities changes or acts of natural causes. If a breakage or malfunction occurs the prior week of your rental, we will attend to it ASAP, but cannot guarantee.**

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

PRIMARY PERSON: The person signing below is responsible for the designated rental; must be min 30 years of age, have their own driver's license and their own credit card, shown above. This person will be held responsible for charges concerning but not limited to the following, and this applies whether or not this person actually stays at the cottage.

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 \_\_\_\_\_

**PRINT**

**CLEAR FORM**

**SAVE AS**