

*Quilt Top Retreat
Rental Agreement*

Group Host -	
Address -	
City/State/Zip -	
Home Phone -	Cell Phone -
Email Address -	
Arrival Date -	Departure Date -
Final Total Charge -	

I confirm that I and my Group have read and agree to the policies of this property and agree to its terms and conditions as listed below.

Group Host Signature:
Date:

The following terms and conditions must be agreed upon by the Group Host and all Guests.

1. **Reservations:** Your reservation request will be held for 5 days pending receipt of a \$280 deposit that will reserve your dates at Quilt Top. Deposits should be by single check from the Group Host, **made payable to Connie Ferris** and mailed to:
Connie Ferris
PO Box 237
Amery WI 54001

Rental Agreement: This form must be completed and signed and is due with the Reservation Deposit. All prices include taxes and cleaning fees.

2. **Final Payment & Contact Form:** Full payment is due 45 days prior to the retreat arrival date. The completed "Final Registration - Guest Contact List" should accompany your final payment and your Damage Deposit.

3. **Damage Deposit:** A second check for \$280 should accompany the full reservation payment to act as a damage deposit. This check will be destroyed within 5 days of departure following the damage assessment. It can also be applied as the Registration Fee for a future retreat!
4. **Cancellation:** Reservations cancelled 45 days prior to the reserved dates are eligible for a full refund of any money paid. If a cancellation is made with less than 45 days notice, \$80 of your deposit will be returned. If Quilt Top must cancel your event, a full refund will be issued immediately. We do not accept cancellations due to weather. Cancellation requests must be emailed to: Quilttop@amerytel.net Or call Connie Ferris: 715-554-2874
5. **Capacity:** Maximum capacity of Quilt Top Retreat is 8 people, unless prior approval is given by the owner for extra guests.
6. **Liability:** Quilt Top Retreat and it's owners will not be held liable for any injury of guests, or any loss, theft or damage to any personal property of guest.
7. **Repairs/Accidents:** In the event something is accidentally broken or damaged, please contact us or leave us a note so that it can be taken care of before the next group arrives. Contact us immediately if there are problems with the plumbing, heating, air conditioner or appliances. Guests will be responsible for any excessive damage to the property, house or its contents. **We ask that you please treat our home with respect.** A damage assessment and inventory will be conducted within 24 hours of your departure. In the event of property damage found after you leave, an itemized list of damages and repair costs will be sent to the Group Host. The Damage Deposit will be forfeited to cover any excess damages and any additional charges will be payable immediately by the Group Host.
8. **Smoking & Pets:** Quilt Top is a non-smoking and pet-free facility. All smoking must occur outside, off the porches. No candles, please. In the event of a power outage, flashlights will be available.
9. **Septic/Kitchen Sink:** Please do not flush anything other than toilet paper down the toilets. This includes but is not limited to sanitary products, paper towels or wet wipes. Do NOT throw food down the kitchen sink. Please dispose of all food in the trash cans provided. The owner asks that you do NOT use the laundry facilities.
10. **Check-In:** 10 a.m. (Please do not arrive early.)
Check-Out: 2 p.m. (The cleaning crew may arrive at 2, so please don't delay.)