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Month, XX, Year

Tenwood Lodge SAMPLE Rental Agreement for (Primary Renter) name's (type of event)
 QuickBooks Payments Invoice(s) #

Dear Guest,

(A customized version of...) This letter will serve as the rental agreement for the X# nights that you are renting the 6 bedroom Tenwood Lodge for DAY/DATE RANGE for your (family retreat/vacation/wedding stay/reunion/other) in Ithaca at Tenwood Lodge. Please let me know if there are any details that are incorrect or need to be changed. The following chart is for the explanation beneath it.

Check-in DAY/DATE _____ Check-out DAY/DATE _____	Base Rate	Holiday/ Event Rate	Commenceme nt Rate
Nightly Rate (for 16 people)	\$875.00	\$975.00	\$1,500.00
Number of Nights (3-5 night min varies by date)	X	X	X
Additional people per night (over 16)	Y	Y	Y
Price per person / night	\$35.00	\$35.00	\$35.00
Total= (nightly rate times X nights)+ (additional people times X nights times \$35)	calc	calc	calc
3% tax on the total	calc	calc	calc
Refundable Excessive Cleaning/Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00
Additional Service charge if any (charged by online travel agency)	tbd/varies	tbd/varies	tbd/varies
Grand total= Total+tax+Refundable Dep+any service charge	calc	calc	calc

Depending on whether you are booking regular dates, holiday/event dates or for Commencement, the pricing will be \$875/\$975/or \$1500/night for up to 16 guests (adults and children over 9 months of age). Up to four additional people, totalling 20 guests, (Y in chart above) may be added at \$35/person/night. Additionally we are required to charge 3% Tompkins County Room tax. Finally, there is a service charge added by the booking site and we charge a refundable \$1000 damage/excessive cleaning deposit. Total for your stay is calculated as above by the booking software. If booking directly with us through our website, we will invoice you and payment by CHECK or convenient online secure BANK TRANSFER from a checking account is appreciated, but CREDIT CARDS are also enabled on the online invoices.

The reservation deposit of \$1000.00 will be due now (Invoice #ABCD) and the balance of \$TBD (Invoice #EFGH) will be billed two months before check-in. Payment of the reservation deposit indicates that you agree with all that we have included in this letter, including the "house rules" on the last page.

The house should be ready by 3pm for check in on DAY/DATE and we will expect you to allow us access by 11 am on DAY/DATE.

You will have the full use of 2 floors (plus mezzanine/top floor) of our special custom vacation home, including:

- fully equipped kitchen and pantry with staples and spices
- dining room with seating at several tables for a total of 8-25
- 3 indoor sitting areas: living room, bunkhouse and 2nd floor loft/den
- 6 bedrooms (sleeping 14 in real beds with excellent mattresses: 3 Queens- in separate rooms, 1 Full and 2 Twins/bunked in the same room sleeping 4, 1 King and the 6th bedroom has 2 twins-not bunked)
- 2 half and 3 full baths (full have: blow-dryers, shampoo, conditioner and shower gel)
- BBQ gas grill, spare tank of propane, yard with 3 picnic tables
- ample parking
- 1 large, 2 smaller outdoor decks with chairs
- washer/dryer with detergent/fabric softener, iron/board
- All towels, bedding and linens
- coffee, milk, fruit, eggs, butter and bread supplied for your first breakfast.
- Additionally, a queen size futon, and 2 chair beds are available in the 2nd floor loft and 1 queen futon in the first floor Bunkhouse den should you want them.
- Use of our portable fire pit can be planned if you let us know in advance. First portion of firewood is complimentary, after that it is \$25 per portion, in a "help yourself" rack. Please use only the wood we set aside for firepit use, not our winter stovewood.

The home now has air-source cooling and heating installed as of April 2019. Ceiling fans are located in all bedrooms. Please be mindful to keep the room remotes turned off if you open any room's windows.

Please be sure to inquire about anything that we can do to make your stay as wonderful as can be. We love sharing our retreat with families or friend groups and helping them create lasting memories.

Thanks for choosing to stay at Tenwood Lodge!

Kim and Russ Nitchman

PLEASE NOTE Cancellation policy:

- Full refund 6 months prior to check-in.
- Between 2 and 6 months, Deposit refunded only if time is re-rented.
- After full payment, no refunds unless time is re-rented (then any refunds would be minus a processing fee).
- Under certain circumstances, the owners of Tenwood Lodge may consider offering credit for another date.



“House Rules and Guest Expectations”

- We hope you will have a fantastic memorable time during your special event/reunion/vacation, but we expect you to treat our guest retreat home with the same care and love as we do. We will provide an email about features of the home that we suggest you forward to members of your group prior to arrival to prevent loss of any of excessive cleaning/damage deposit.
- No smoking except outside, 50 ft or more from the house, collecting waste.
- Parties with others who are not guests ***need to be negotiated in advance*** (we love to celebrate and there are lots of reasons to do so in Ithaca, we are happy to help you plan a fun, relaxed event). This applies particularly to Tenwood’s use for family reunions, commencements or wedding lodging. We are quite open to low-key BBQ gatherings, welcome/rehearsal dinners, graduation group photo ops with friends or farewell luncheons with ***limited numbers*** of outside guests.
- Fireworks are NOT legal in New York State and are not acceptable at Tenwood Lodge.
- ***We do not rent Tenwood for drunken parties to take place.*** That being said, we are happy to recommend local liquor stores, wineries, breweries and distilleries.
- We have lots of special items, wooden features, furniture, doors and floors (don't put damp or wet items there, we have provided towel racks in each bedroom, in the bathrooms, a clothesline, and a washer/dryer also), please ensure all guests are careful.
- Please refrain from touching the taxidermy mounts, enjoy looking at them.
- This is country living, we have screens on many windows, the others we keep shut and look through the glass. Only open screened windows to prevent gnats, etc. from becoming your uninvited guests.
- Picking the veggies in the garden is our job, we may share it with you and teach kids a bit about gardening if asked. Children in the garden by our permission, plants damage easily.
- Parents are responsible to protect their children around windows, the pond, any bonfires, woodstoves in winter and farm equipment. The Basement (except for trash/recycling removal), Barn and Sugar house are off-limits but we may give tours of sugar house (Maple Syrup) upon request.
- One or more members of our family will likely be living onsite doing maintenance, gardening, etc. We will try to give you space while being here to help in any way.
- No use of firearms and no illegal substances, please.