



Merrill Magee Inn

3 Hudson Street
 Warrensburg, NY 12885
 Ph: (518) 260-7729
 www.MerrillMagee.com

CONTRACT DATE:		
ARRIVAL DATE:		
STAFF INITIALS:		
WEDDING?	Y	N

Updated 02.17.18

GUESTHOUSE RENTAL AGREEMENT

Name of Event / Group: _____

Date of Arrival: Oct. 19, 2018 # of Nights: 2 Estimated Time of Arrival: _____

Applicant Name: _____ Phone (Cell): _____

Email Address(s): _____ Other: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Purpose of Rental: _____ Referred by: _____

The following individual(s) are authorized to make modifications to this Agreement:

1) Name: _____ Title: _____ Phone (cell): _____

2) Name: _____ Title: _____ Phone (cell): _____

FOR WEDDINGS ONLY:

Bride/Groom Name: _____ Bride/Groom Name: _____

Wedding Date: ___ / ___ / 201___ Day: _____ Time: _____ Location: _____

Date of Rehearsal Dinner: _____ Time: _____ Location: _____

Transportation provided by: _____ Pick up Time: _____ Drop off Time: _____

NOTES:

Cost breakdown of 2 nights, 10/19 & 10/20 rental:

- Lodging \$1902.00 + tax \$209.22 = \$2111.22 • Deposits of 50% \$1055.61 + \$200 security due with agreement.

ROOM DESCRIPTIONS: 10-19 Friday / 10-20 Saturday Rates

Room 2: 1 Queen, Rate: \$99/\$99	Room 5: 1 King, Rate: \$119/\$119	Room 8: 1 King, Rate: \$99/\$99
Room 3: 1 King, handicap, Rate: \$99/\$99	Room 6: 1 King, Rate: \$119/\$119	Room 9: 1 King, Rate: \$99/\$99
Room 4: 1 King, Rate: \$99/\$99	Room 7: 1 Queen, Rate: \$99/\$99	Room 10: 1 King, Rate: \$119/\$119

- Rooms 2 - 5: on 1st floor
- Rooms 6 - 10: on 2nd floor
- Rooms 5, 6, 10 are larger rooms.

All rooms are equipped with a fireplace, 32" LCD Flat-Panel TV w/cable, mini fridge w/freezer, coffee station, hair dryer, clock radio, tub/shower combo, bath ceiling heat lamps w/timer, eco-friendly toiletries, complimentary Wi-Fi. Central and individual air conditioning, individually controlled heating, windows open for fresh mountain air.

Terms & Conditions**Rental Rules and Guidelines:**

Fees for the use of the Merrill Magee Inn Guesthouse will be charged to the Applicant(s) pursuant to the most current Pricing Sheet in effect at the time of signing this agreement. To complete a RENTAL, the undersigned must agree to the following terms:

Rooms & Rates:

- This agreement is for a RENTAL of all 9 guest rooms on-site (Guesthouse)
- Reservations cannot be booked more than 18 months in advance.
- Rental Reservations made within 30 days prior to arrival require cash OR credit card for deposit.
- All room rates (in room descriptions above) exclude tax and may vary during peak periods, weekends, and holidays.
- Rates are based on double occupancy.
- Rates are guaranteed once the Rental Deposit is paid for and may not be the lowest available rate.
- Any event/party to be held in the MMI restaurant or on the MMI grounds will require a separate signed agreement.

Please select one (1) type of room payment method: Each Pays Own* Applicant Pays All Charges

*If selecting "Each Pays Own":

- Guests are required to reserve and guarantee their own reservations.
- Guests will be responsible for their own charges, including any incidentals.
- Note: with a Rental agreement, the Applicant is still held responsible for payment for any unreserved rooms.

Fees & Payments:

- **ACCEPTED METHODS OF PAYMENT FOR DEPOSITS:** Cash, Cashier's Check, or Credit Card.
If within 30 days prior to arrival; cash OR credit card only. No personal checks are accepted.
- **RENTAL DEPOSIT:** A deposit in the amount of one full day rental, OR 50% of total rental fee (if longer than one day rental) of the price indicated in your quote is required to guarantee your reservation of the entire premises. This deposit must be submitted with this application at the time of booking. This will reserve the date(s) chosen by the Applicant and will secure the Applicant's obligation to the provisions of this agreement.
- **IMPORTANT:** Rental Deposits are non-refundable, but may be applied to the reservations should the Applicant choose to pay for the entire Rental themselves. If, however, individual guests are paying for their own rooms ("Each Pays Own"), the collected amount from guests will be compared to the total amount received in the Rental Deposit and a refund (in the form of a check) will be issued back to the paying Applicant. This refund will be issued within 10-14 days after departure. The Applicant is still responsible for paying for any unreserved or unused rooms during the dates of stay.
- **SECURITY DEPOSIT:** An additional *refundable* Security Deposit / charge of \$200.00 will be applied to credit card at time of booking; this amount will be returned only if all rooms are returned in good condition (subject to Merrill Magee Inn staff discretion): clean with no damages or defacement of property.
- **CONTRACT CHANGING FEE:** Any modification which reduces the value of the original agreement (including altering length of stay) within 60 days of first day of arrival is subject to a 10% penalty fee based on the negotiated rates. If applicable, a rental cannot be modified lower than any minimum night stay required.



Updated 02.17.18

Merrill Magee Inn

3 Hudson Street
Warrensburg, NY 12885
Ph: (518) 260-7729
www.MerrillMagee.com

Cancellation Policy:

- Rental Deposits are non-refundable. Any cancellations are subject to forfeiture of the entire Rental Deposit.
- As a courtesy, we can provide a one-time complimentary change in reserved date(s), ONLY if we are notified of this cancellation a minimum of 60 days prior to the first day of arrival and an alternate date is available, subject to approval.
- If rates for the new date are higher, additional deposits may be required. If rates are lower for the new reservation date, the higher rate prevails.
- If Merrill Magee Inn is notified *less than 60* days prior to the first day of arrival, cancellation will result in the forfeiture of the Booking Deposit.
- With this Rental Agreement, if room accommodations are set to "Each Pays Own," the reserving applicant is still held responsible for any individual room modifications or cancellations that occur and will be held responsible for paying for the remaining unreserved / unused rooms.

Care of Property:

The Applicant agrees to leave the Merrill Magee Inn property in the same condition in which the Applicant found it and to remove all property brought in by the Applicant and associated guests. Such removal and restoration of the facilities must be completed prior to the departure of the responsible party and prior to the conclusion of the site rental time noted in this contract.

General Information:

- Check-in is at 3pm. Check-out is at 11am. Early check-ins and late check-outs are never guaranteed and are subject to availability and/or additional fees.
- To reserve a room/register/check-in, guest must be 21+ and a valid ID must be presented upon check-in.
- Front desk/office is located in guesthouse with hours of 9am-5pm. On site management lives in guesthouse.
- Pets are not allowed.
- Any special requests such as delivery or distribution of gifts/gift bags must be arranged in advance with management and may be subject to a fee.
- Merrill Magee Inn assumes no responsibility for accidents, injuries, theft or loss due to any cause.
- All room keys must be returned to the front desk/office at check out. A \$60 locksmith charge, per room, will apply for any lost/missing keys. **X _____ (initials)**

Minimum Guesthouse Rental Period:

From Memorial Day weekend through Columbus Day weekend there is a two-night minimum rental if your requested date falls on a Friday or Saturday night. Otherwise at all other times, there is a one-night minimum rental. The rental cannot be modified lower than the minimum night stay required. If the stay is modified below the nights required, the applicant is still liable for all remaining nights rental fees.

Guest Rooms:

Each guest room can accommodate **two people maximum**. Rollaway beds, cots, etc. are not available and are not permitted. Food or beverages for group consumption may NOT be served in any guest room.

Smoking:

There is no smoking permitted in any interior area of the guesthouse. Without exception, anyone found smoking will be expelled from the premises and will be charged a \$250.00 fee per incident. Smoking is allowed only outside of the building, with exterior doors/windows closed, so that smoke does not enter the building. **X _____ (initials)**



Merrill Magee Inn

3 Hudson Street
 Warrensburg, NY 12885
 Ph: (518) 260-7729
 www.MerrillMagee.com

CONTRACT DATE:		
ARRIVAL DATE:		
STAFF INITIALS:		
WEDDING?	Y	N

Updated 02.17.18

IMPORTANT: A Rental is not guaranteed until deposits and signed agreement have been received. The requested rental dates may become unavailable at any time. For quickest rental/date guarantee, call us with your credit card to make deposits. This will lock in dates. This signed agreement must then be received within 7 days of deposits.

Breakdown Timeline of Costs:

Note: All Deposit Payments are non-refundable. See above for more details.

The totals listed in the following breakdown of costs includes all applicable taxes.

	\$ Cost:	Method of Payment:	Payment Due Date:
Rental Agreement Deposit • Rental applicant pays	1055.61		At time of booking / contract signing
+ Final Payment • Applicant or indiv. guests pay	1055.61		Day of arrival
= Total Estimated Charges:	2111.22		
+ Security Deposit (<i>Refundable*</i>)	200.00	Credit Card	At time of booking / contract signing

CREDIT CARD HOLDER INFORMATION

*As a requirement to guarantee your house rental, a photocopy of a valid government issued identification and valid credit card must accompany this agreement. *The signature holder below acknowledges that a mandatory \$200.00 security deposit will be charged to this card at time of booking and will be refunded upon successful departure.*

The Credit Card on file (below) will be used for the following:

- Rental Agreement Guarantee and Security Deposit Only
- Security Deposit Only
- All Charges (Rental guarantee, deposits, room charges, incidentals, final payment, etc.)

Card Holder Name: _____ Card CCV#: _____

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

Please send completed contract agreements to mail@merrillmagee.com or by USPS mail.
 Once sent, please call 518-260-7729 during business hours to confirm receipt.