

**REDWOOD HAVEN COTTAGE TERMS & CONDITIONS**  
**& CANCELLATION POLICY**

**Please read carefully, sign & return**

Phone: 707-677-9433, FAX: 707-677-3821 or 980 S. Westhaven Dr., Trinidad, CA 95570  
*(If paying by check, please make checks payable to Forest Haven Cottage)*

Guests: Upon receipt, please sign and date this contract, confirming you have thoroughly read the Terms & Conditions and Cancellation Policy and agree to the terms. This policy must be on file with your signature prior to your arrival.

**Payment Due Date:**

Guest Name:  
No. of Guests:  
No. of Nights:  
Rate per night: \$  
Subtotal: \$  
10% Bed Tax: \$  
Pet: \$  
Cleaning Fee: \$60.00  
Total: \$

Check in date:  
Check-out date:

You may occupy the rental starting at 3:00 PM on your check-in day. You must vacate the rental by 11:00 AM upon check out. Early check-ins or late check-outs must be approved in advance. You agree to pay a late check-out fee of \$25 if you leave after 11:00 AM on check-out day, and \$25 for every hour after until you have vacated. Early check-ins and late check-outs must be approved in advance, and will only be approved if it is feasible with housekeeping, with the fee applying.

**Condition and Use of Premises:** You are expected to treat your accommodations in a reasonable manner. Normal wear and tear is expected and you are encouraged to enjoy your stay and the beautiful surroundings. Damages to the premises will be charged to your credit card.

**This rental is non-smoking.** Evidence of smoking in a non-smoking home is grounds for eviction and/or additional cleaning charges. If you smoke outside, please be courteous and properly discard smoking material.

Due to septic and environmental concerns, the rental you selected has a maximum occupancy. Any increase in the number in your party without first notifying owner may result in eviction and/or additional charges. No weddings, receptions or large gatherings are allowed. Such use will result in immediate eviction and/or substantial additional charges.

You will be charged for damages to the premises or furnishings. Additionally, if there is extra cleaning, you will be charged. Extra cleaning includes dirty dishes left in the sink, unreasonable amounts of laundry for the number of occupants on the premises, unreasonable heavy cleaning required (heavily soiled floors and/or carpeting; heavily soiled tub and/or shower, etc.), and furniture not in its original place that has to be moved back.

At times there are extreme weather conditions on the North Coast resulting in power outages. While we do everything we can to lessen the impact on you (i.e. providing emergency candles, matches, flashlights) we cannot offer compensation.

**Notice:** If you observe any conditions which you consider dangerous, please immediately report the problem to Owner.

**Pets:** If you would like to travel with your well-behaved pet, you need to make prior arrangements. Further, you will be charged a non-refundable \$25.00 pet fee. You must clean up after your pet. If your pet damages anything, or has an "accident" in the rental, you will be charged a minimum of \$25 extra for clean-up. And up to whatever is necessary for clean-up and/or replacement. Please respect the opportunity to travel with your pet, and bring only a well-behaved pet that is used to traveling, and that you can control. Please note: **Forest Haven Cottage does not have a fenced yard, nor do we allow leaving pets in the house when you are not present.** Please bring a pet bed or blanket if your pet will be sleeping inside.

**Hot Tub:** The hot tub is to be used at your own risk. Children must be supervised at all times while in the hot tub. Do not use the hot tub if intoxicated, pregnant, or may have a medical condition that could be exasperated by using a hot tub. PLEASE rinse of sand and dirt and shower before using the hot tub and do not use or add any oils, lotions, etc. in the hot tub. **NOTE:** If unwarranted cleaning or draining of tub is required an additional cleaning fee will be charged.

### **CANCELLATION POLICY**

**Please read carefully**

Should you wish to cancel this reservation, notice of cancellation **MUST BE IN WRITING AND RECEIVED MORE THAN 30 DAYS PRIOR TO YOUR CHECK IN DATE.** We will refund the sum you have paid minus a \$40 administration fee. If your notice of cancellation is **RECEIVED LESS THAN 30 DAYS PRIOR TO YOUR CHECK IN DATE,** you will forfeit all of the sums paid, unless we are able to re-rent the property to someone else, at the same rate, for the same period.

We urge you to ask any questions prior to booking your reservations so you are comfortable, the reservations you are booking are the type of accommodations you desire, and dates you desire.

**Guest Acknowledgement of the following terms:**

- Tenant agrees: To indemnify and hold Agent/Owner harmless to the extent allowed by law from and against any liability for personal injury or property damage sustained by any person (including Tenant's guests).\_\_\_\_\_ initials
- Tenant agrees: I have read the contract in full and understand the details of this rental. \_\_\_\_\_ initials

**Guest Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

Please return top two pages of this agreement to Forest Haven Cottage at the above address or fax number, Thank you.