

## RENTAL RULES AND REGULATIONS

1. **CHECK IN TIME** is after 3:00 p.m. CST and **CHECK OUT TIME** is 11:00 a.m. CST. **No early check-ins or late departures.**
2. This is a **NON-SMOKING** unit.
3. Please be considerate and put out any campfires when you are finished.
4. My property line on the south side of the house runs right along that side of the house, the grassy area there belongs to my neighbor. Please do not go on that area. (between my house and my neighbor to the south)
5. **Special Note: All members of your party agree to not go onto any neighboring property -- including docks, yards, driveways, etc.**
6. **Speed limit on Rickers Bay Road is 10 mph. Please adhere to this.**
7. **Please park on the far left hand side of the driveway. If parked properly you have enough room for three vehicles. More than 3 vehicles requires previous owner approval.**
8. We will not rent to anyone under 21 years of age unless accompanied by a parent or guardian.
9. **DAMAGE/RESERVATION DEPOSIT** – a damage/reservation deposit of \$200 is required. This must be received within seven (7) days of booking the reservation. The deposit automatically converts to a security/damage deposit upon arrival. This deposit is NOT applied toward rent; however, it is fully refundable within fourteen (14) days of departure, provided the following provisions are met:
  - a. No damage is done to unit or it's contents, beyond normal wear and tear
  - b. No one from the party has gone onto any neighbors' property – including docks, yards, etc.
  - c. No charges are incurred due to contraband, pets or collection of rents or services rendered during stay
  - d. All debris and rubbish is placed in dumpster (which is across the street by the row of garages)
  - e. Dirty dishes are all cleaned and put away; all kitchen counters, stove, small appliances etc. should be clean
  - f. Dining room table is wiped down; dirty placemats to be put in with dirty laundry
  - g. All sheets and pillowcases are removed from the beds and put in the laundry room.
  - h. All towels are put in the laundry room
  - i. No linens are lost or damaged
  - j. NO Early check in or late check out – late checkout will result in \$50 penalty
  - k. All doors locked
  - l. All charges incurred during stay are paid prior to departure
10. **PAYMENT** – Full payment is required 60 days before arrival. Please make payments in the form of check to Michelle Mangan. I also accept credit card payments.
11. **CANCELLATIONS** – a forty-five (45) day notice is required for cancellation. Cancellations that are made more than forty-five (45) days prior to the arrival date will incur a \$50.00 administrative fee. Cancellations or changes that resulted in a shortened stay, that are made less than 45 days of the arrival date, forfeit the full advance payment and damage/reservation deposit unless Owner is able to re-rent the premises for the scheduled dates. Early departure does not warrant any refund of rent or deposit.
12. **MAXIMUM OCCUPANCY** – the maximum number of guests is limited to ten (10) persons. An additional charge of \$10.00 per person, per night for guests in addition to six (6) will be assessed.
13. This property requires a **TWO (2) NIGHT MINIMUM STAY.**

14. Longer minimum stays may be required during holiday periods. If a rental is taken for less than two days, the guest will be charged the two-night rate.
15. **INCLUSIVE FEES** – Rates include a one-time linen and towel (about 15 towels) set-up. Several beach towels are also included. There are a limited number of life jackets available.
16. **OPTIONAL AMENITY FEES:**
  - a. **Canoe rental \$10/day**
17. **NO DAILY MAID SERVICE** – While linens and bath towels are included in the unit, daily maid service is not included in the rental rate; however it is available at an additional cost. If you desire this service please contact me prior to your arrival.
18. **CLEANING FEES** – Unnecessary cleaning required at the time you check out will be deducted from your deposit, if all check-out procedures are not followed.
19. **RATE CHANGES** – until all signed paperwork is received all rates are subject to change without notice.
20. **FALSIFIED RESERVATIONS** – Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money, and the party will not be allowed to check in.
21. **WRITTEN EXCEPTIONS** – Any exceptions to the above mentioned policies must be approved, in writing, in advance.
22. The owners are not responsible for any accidents, injuries or illness that occurs while on premises or it's facilities. The Homeowner is not responsible for the loss of personal belongings or valuables.

*By accepting this reservation it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.*

*By signing below I agree to all terms and conditions of this agreement*

---

Signature:

Date:

Please sign and return one copy to by mail or by fax to 866.518.8425. Please keep a copy for your own records.

Michelle Mangen; 180A Rickers Bay Road; Neenah WI 54956