

AGC - Ashland Guest Cottages Policies & Registration Form

Please verify, correct or add any missing information

Cottage:	Dates:	
Guest Names:	Cell Phones:	Emails:
Address:	Rate & # Days	\$
Notes:	CF & Tax-11.8%	\$ & \$
	Total To AGC	\$
	Expedia Ser Fee	\$ Saved Booking Direct
	33% Retainer:	\$
	Balance Due:	\$
CC #:	Est Arrival Time	
Exp, CVC,		
Billing Zip		

CREDIT CARD INFO

CC #:	<input style="width: 80%;" type="text"/>
Exp, CVC,	<input style="width: 80%;" type="text"/>
Billing Zip	<input style="width: 80%;" type="text"/>

Vehicle Make: _____ **Model** _____ **Color** _____ **Lic#** _____

(1) Parking Space is provided. AGC assumes no responsibility for loss or damage.

POLICIES

- **11.8% LODGING TAX APPLIES to the total of the reservation as of August 1, 2018.**
- **THREE NIGHT MINIMUM (Please call for availability of one or two nights reservation, which we gladly accept if they do not conflict with other reservation nights)**
- **DEPARTURE CLEANING FEE APPLIES TO ALL RESERVATIONS:**
\$40/Oberon - \$45/Garden Cottage – \$75/Carriage House & \$85/Romeo & Juliet.
- **RESERVATIONS – 33% due upon booking, balance due 30 days prior to arrival**
- **CONFIRMATIONS – Confirmed upon receipt of completed reservation paperwork.**
If we do not receive this back within a week the reservation is subject to cancellation.
- **PAYMENT - Personal checks, Venmo or Zelle bank transfer preferred. Credit Cards accepted with a 3.5 to 5% convenience fee depending on your credit card company's fee.**
- **CANCELLATIONS - \$50 per Cottage applies to all cancellations. 90-day notice prior to arrival for a 100% refund, less the convenience fee. 89-days or less: monies will be refunded only if Reservations are refilled minus fee.**
- **PET & SMOKE FREE PROPERTY**
- **CHECK-IN: We like to meet all new guests to review the Cottage between 3:30 – 4:30 pm. It about 10 minutes and makes for a better stay. Earlier/Later arrival times may be arranged, please contact Us ASAP to arrange.**
- **CHECK-OUT - 11:00 AM**
- **DAMAGE DEPOSIT: Guest Agrees to provide Credit Card In Lieu of.**

X _____
Signature

Policies

**AGC is a Licensed & Insured Travelers Accommodations.
The following Policies apply to all Reservations!**

- **Guests Staying:** We ask that Guests be at least 15 years old & 25 or older to stay solo.
- **Check-In – 3:30 to 4:30 pm & Check-Out - 11:00 am.** We like to greet all new guests to review the Cottage. * *Earlier or later arrivals may be arranged occasionally if these times do not fit your travel plans. Contact us ASAP for other arrangements.*
- **Cleaning:** Guest will leave the Cottage in the manner found. *PLEASE DO NOT USE A SCRUBBER ON ANYTHING, Thanks!! Additional charges: Clean, dry and put away dishes; \$10.00 - \$20.00; Stove: \$30.00. Guest agrees if cleaning exceeds the normal, 4 hours for a 2 bedroom & 2 hours for a 1 bedroom, \$30 an hour will be charged & deducted from the Guest Credit Card on file.*
- **AGC Maintains Smoke & Pet Free Vacation Rentals.** Any smoking or vaping must be off the property and 35ft away...
- **CONFIRMATIONS:** Due to spam filters or misspellings, sometimes emails do not go through. If you don't get an email from us within 48 hours, PLEASE CALL or EMAIL.
- **CANCELLATIONS:** When a guest makes a reservation to stay at AGC, we agree to turn away all other requests for the selected Cottage and in turn the Guest agrees to pay the rate quoted for the number of days reserved. Because of our size and location, cancellations affect us significantly.

Therefore, we adhere to the following cancellation policy.

*Cancellation requires 90-day notice prior to arrival for refund, less a \$50 handling fee and any fees charged by your credit card company. At 89 days or less, if the room is not re-booked by the time of your stay, payment of all reservation dates is required to be paid in full. That being said, we make every effort to re-book. The likelihood of re-booking depends on the time of the season & how early notice is given.

- **Important Note:** Should it be necessary for you to depart earlier than your confirmed reservation dates, you will be responsible for all of the original room nights booked for your intended stay. We cannot be responsible for unused rooms due to late or canceled airline flights, family emergencies, threat of bad weather and other travel-related mishaps or for changes in plans which shorten your stay. We will make every effort to re-book your stay. *However, to be safe, Vacation Insurance is available from several providers online & with VRBO to inexpensively protect you against unexpected events.*

Registration forms are sent with the reservation acceptance. Please fill out completely, sign & mail to: PO Box 971, Ashland, OR 97520. Guest's credit card information is kept on file in lieu of a Damage Deposit, because Reservation Search Engines do not keep the information when an initial payment is made, nor do they pass it on to AGC.

We will be in contact with you prior to arrival with arrival instructions.

I, the undersigned have read & agree to all information on this form & allow any charges for cancellation or damages to be charged to the reserving guest's credit card.

Print Name: _____ Sign: _____ Date: _____

AGC - Ashland Guest Cottages

Romeo & Juliet, Carriage House, Garden Cottage & Oberon located at: 172 Skidmore St. Ashland, OR, 97520
Call the Office: 541-210-5533 or email: Relax@AshlandGuestCottages.com