

## Rental Rules and Contract: The Bungalow, Boathouse, Sanctuary Woods, & Harbor View Lofts Rental Properties

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**Welcome to Macatawa!** We sincerely hope you love your vacation! Please do not hesitate to contact us for any reason. Our offices are located next door at Eldean Shipyard.

Your lodging will be provided to you clean and in good repair. You are expected to leave the facility in the same condition you found it. After check-out, each facility is inspected and inventoried. Depending on the condition of the facility, you may be charged for additional cleaning expenses or to cover the cost of damaged or missing items. This and other guidelines are detailed below:

**1. CHECK-IN TIME IS AFTER 3 P.M. EST AND CHECK-OUT IS 9:45A.M. EST**

Check-in is next door at the Eldean Shipyard Shipstore at 2223 South Shore Drive, from 3-5 PM.

Check-in after 5pm is available, but prior arrangements need to be made.

NO Early Check-in or late check-out (Early/Late check-out may be available for off-season rentals).

**Late Check-Out Fee:** On-time checkout is necessary to prepare the unit for incoming guests.

- 15-30 Minutes - \$100
- 30 – 60 min - \$200
- 1-2 Hours – Daily rental fee (or weekly rental divided by 7)
- Over 2 Hours - Daily rental fee + cost of alternate accommodations for incoming renters.

2. This is a **NON SMOKING** unit. Smoking outside is permitted.

3. **Pets are not permitted** in rental units under any conditions.

4. **DAMAGE/SECURITY/CLEANING DEPOSIT-** A damage/security/cleaning deposit is required. At check-in, a Visa or MasterCard will be needed for deposit. The credit card slip will be signed and kept open until after you check-out and the lodging facility is inspected. Security/damage/cleaning deposits are refunded or cancelled within 10 days of your check-out provided your lodging facility is left in satisfactory condition with all of the following terms and conditions met:

- a. Damage is not incurred to unit or its contents, beyond normal wear and tear.
- b. No charges are incurred due to missing items, pets, smoking, or exceeding occupancy levels.
- c. All keys are returned to the Shipstore (and unit is left locked) or left on the kitchen table.
- e. NO Early check-in or late check-out.

5. **PAYMENT** – An advance payment equal to 50% of the rental rate is required to secure your reservation. The advance payment will be applied toward the property rental fee. **Please make payments by Check to Eldean Shipyard and mail to Eldean Shipyard, PO Box 6, Macatawa, MI 49434. The BALANCE OF RENT is due sixty (60) days before your arrival date.** Credit Cards will be accepted, however there is an additional 3% fee added to your rental cost when paying with a credit card.

6. **CANCELLATIONS** – A Ninety (90) day notice is required for cancellation. Refunds will not be given if cancellations are made less than Ninety (90) days prior to the arrival date.

7. **MAXIMUM OCCUPANCY** – The maximum number of guests per condominium is limited to seven (7) persons for the Bungalow, fourteen (14) persons for the Boathouse, an ten (12) persons for Sanctuary Woods and fourteen (14) persons for Harbor View Loft #2. Housing additional guests overnight will result in an additional charge of \$200.00 per person per night and/or eviction. Hosting additional guests during the day must be approved in writing in advance – An event fee of \$250 may be charged.

8. **PARKING** – Do not park on grass. The Bungalow provides parking for 2 cars in the Garage and 2 labeled parking spots across the street on “Fern Walk” (Bungalow parking is not allowed on the basketball court/driveway). The Boathouse provides parking for a maximum of 6 cars in the driveway. Sanctuary Woods allows for 6+ cars in garages and driveway. Harbor View #2 includes 7 marina parking spot permits. Contact Wade at Eldean Shipyard if an additional guest parking pass is needed at our overflow parking lot (\$10/day).

9. **NO DAILY MAID SERVICE** – While linens and bath towels are included in the unit, daily maid service is not included in the rental and is not available. We suggest you bring beach towels. We do not permit towels or linens to be taken from the units.

10. **WRITTEN EXCEPTIONS** – Any exceptions to the above policies must be approved in writing.

As a condition of receiving lodging, you agree to pay for any and all additional cleaning, damage, and late check-out charges incurred, and approve such charges against any credit cards provided to us. By Signing below, I agree to all terms and conditions of this agreement.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Office Note:** At Check-in, for Security Deposit, Run a Visa/MasterCard through machine and affix to this paper.