

# Croixwood Farm Retreat

## RENTAL AGREEMENT

Group Coordinator/Renter:		
Address:		
City/State/Zip		
Home Phone:	Work Phone:	Cell Phone:
Email Address:		
Arrival Date:	Departure Date:	
Final Total Charge (including tax):		

**The following terms and conditions must be agreed upon by the Group Coordinator/Renter and all Guests of Croixwood Farm.**

This agreement is between the Group Coordinator/Renter listed above and the owners of Croixwood Farm, Mary & Mike Theis.

- 1) RESERVATIONS.** Your reservation will be held for 5 days pending receipt of a \$200 deposit that will reserve your space at Croixwood Farm. The \$200 deposit will be refunded to the Group Coordinator/Renter within 5 days after checkout. We will confirm your reservation within 24 hours. Deposits may be paid by check or money order. Make payments payable to Mary Theis and mail to: Mary Theis  
8031 9th Street Way No  
Oakdale, MN 55128
- 2) PAYMENTS,** Full payment is due 45 days prior to the retreat arrival date, or two weeks prior to retreat day whichever comes first. If the balance is not received within these guidelines, Croixwood Farm has the right to cancel your reservation with no refund of the deposit. Rental fees may be made by check or money order. Make payment payable to Mary Theis and Mail To: Mary Theis  
8031 9th Street Way No  
Oakdale, MN 55128
- 3) RENTAL AGREEMENT.** A complete and signed Rental Agreement is due with payment in full 45 days prior to your stay. All prices shown are before taxes, local and state tax will be applied to the total of your stay.
- 4) CANCELLATION.** Reservations cancelled 60 days prior to the reserved dates are eligible for a full refund of any money paid. If you change or cancel 30–60 days prior to your reserved dates, a full refund will be given of money paid, less the \$200 deposit. If cancellation is made with less than 30 days notice, every effort will be made to reschedule your visit. If this is not possible, 50% of all money paid will be refunded. If Croixwood Farm must cancel your event, a full refund will be issued immediately. We do not accept cancellations due to weather. **Cancellation requests must be emailed to: [info@croixwoodfarm.com](mailto:info@croixwoodfarm.com)** or mailed to: Mary Theis, 8031 9th Street Way No., Oakdale, MN 55128
- 5) Changes are accepted at the sole discretion of Croixwood Farm owners.
- 6) Maximum capacity of the Croixwood Farm is 6 people, unless owner has given express permission for extra guests.

- 7) Croixwood Farm and its' owners will not be held liable for any injury of guests, or any loss, theft or damage to any personal property of guests.
- 8) **REPAIRS/ACCIDENTS.** In the event something is accidentally broken or damaged, please contact us or leave us a note so that it can be taken care of before the next group arrives. Please contact us immediately if there are problems with the plumbing, heating , air conditioner or appliances. Guests will be responsible for any excessive damage to the property, house or its' contents. The house is yours for the duration of your stay, please treat it as such. In the event property damage is found after you leave, an itemized list of damages and repair costs will be sent to the Group Coordinator. The \$200 deposit will be forfeited to cover any excess damages and any additional charges will be payable immediately by the Group Coordinator/Renter.
- 9) **SMOKING / FIRE HAZARDS / PETS.** Croixwood Farm is a non-smoking and pet-free facility. All smoking must occur outside. There will be an extra cost for fumigation. Also, No candle burning is allowed.
- 10) **SEPTIC /KITCHEN SINK.** Please do not flush anything other than toilet paper down the toilets. This includes but is not limited to; sanitary products, paper towels or wet wipes. Do not throw food down the kitchen sink. Please dispose of all food in to the trash can.
- 11) **CHECK-IN / CHECK-OUT.** On the first day of rental CHECK-IN time is noon until 4pm on the last day of rental (unless other times have been expressly agreed to by the owner of Croixwood Farms).

**Group Coordinator/Renter and guests must adhere to the following 'CHECKOUT CHECKLIST' prior to departure.**

<b>CHECK-OUT CHECKLIST:</b>		
In order to avoid forfeiting your deposit, we ask that before you leave Croixwood Farm all items on this checklist are completed.		
1. Accidents/Repairs.	If something is broken or not working properly, please leave us a note so that it can be taken care of for the next guests.	
2. Cleaning.	Please leave the house as clean as you found it. A housekeeper does come in to clean the bathroom, floors and to vacuum carpet.	
3. Bedding.	We ask that you strip the sheets/pillowcases off your bed and put them and your used towels in the bathtub. Please leave the comforters and pillows on the bed.	
4. Dishes.	Load dirty dishes into dishwasher and run the dishwasher.	
5. Food.	Take all your personal food items out of the refrigerators, freezer or cabinets.	
6. Garbage.	Empty all garbage cans and place trash bags in the large bin next to garage.	
7. Thermostat.	Please turn temperature to applicable setting as listed on the directions attached to thermostat.	
8. Windows & Doors.	Please close and lock all windows and doors when you leave.	
9. Key.	Leave key on the kitchen table.	
10. Lights.	Please turn off all lights when you leave.	

**I confirm that I and my Guests have read and agree to the policies of this property and agree to its terms and conditions.**

X	X	X
Group Coordinator/ Renter Signature:	Printed Name:	Date:

# Final Registration –Guest Contact List

Group Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

<b>Guest #1</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____	<b>Guest #2</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
<b>Guest #3</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____	<b>Guest #4</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____
<b>Guest #5</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____	<b>Guest #6</b> Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____

Mail signed Rental Agreement with your payment to:  
Mary Theis, 8031 9th Street Way No. Oakdale, MN 55128