

Contact Information:
C: 973-332-6703
Email: skytopcottage45@aol.com

Cottage Location:
45 Dutch Hill Road, Skytop, PA 18357
Mail Checks to: 45 Headley Rd; Morristown, NJ 08960

Renter's Information:

Name: _____
Street Address: _____
City/State/Zip: _____
Phone Number: _____
Email: _____

Rental Invoice

Today's Date: _____

Dear Client,

Thank you for choosing our cottage for your vacation. We hope that you have a pleasant stay. The unit is located in the Skytop Lodge Resort at 45 Dutch Hill Road, Skytop, PA.

Check-in date: _____ (m/d/yy) after 4pm EST

Check-out date: _____ (m/d/yy) 11am EST

Number of people in party: 16 or less

Total bill \$ _____ = \$ _____ (rental rate) + \$125 (cleaning fee) + \$400 (refundable security deposit) + \$100 (optional linens and towels)

Payment Schedule:

- Please pay a deposit of 50% of the total bill to secure your rental.
- Pay the remainder 30 days prior to check in. The check should be addressed to "Parlay Inc." and mailed to 45 Headley Rd, Morristown, NJ 07960

As soon as I receive your final payment, I will send/call the lock box/key instructions. Please sign and return 1 copy of this confirmation, and 1 copy of the rules.

Thanks! Have a great Vacation!

Shannon

Signature _____ Date _____

Mail and Make checks payable to "Parlay, Inc"
45 Headley Rd; Morristown, NJ 07960

IMPORTANT: Your security deposit will be mailed back to this file. If your address changes, please email us your new address.

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Skytop Cottage Rental Rules

1. CHECK-IN TIME IS AFTER 4 P.M. EST AND CHECK OUT IS 11 A.M. EST. No early check-ins. You can check with the owner a few days prior to the date to confirm if your check in or check-out times can be altered.
2. This is a NON SMOKING Cottage.
3. Pets are not permitted in the cottage.
4. We will not rent to vacationing students or singles under 25 years of age.
5. **DAMAGE/RESERVATION DEPOSIT-** A damage/reservation deposit of \$400 is required. The deposit is NOT applied toward rent; however, it is fully refundable within twenty-one (21) days of departure, provided the following provisions are met. If there is damage to the property, as outlined below, it may take additional time to receive any remaining security deposit until all vendors submit invoices for repair. Security deposits will be returned to the address on file. If your address has changed, you must **email** changes to the owner so they can record your new address.
 - a. VERY IMPORTANT NOTICE REGARDING HEATING DURING COLD MONTHS! As you know heat is extremely expensive and we need you to follow these explicit directions so that we do not burn unnecessary energy. If the thermostats are not adjusted as directed, you will lose your security deposit to pay for the unnecessary heating of the home. Follow the directions by each of the thermostats. These instructions are repeated below.
 - i. Downstairs: There is one thermostat that heats downstairs. Upon leaving, turn the thermostat down to 45°. Make sure the doors to the rooms are open, especially the bathroom accessed from the hallway – by leaving the doors open, it allows the heat to circulate.
 - ii. Door to Upstairs must be CLOSED and so should the closet doors.
 - iii. Upstairs: There is one thermostat per room and one for the hallway. Please do not heat rooms you will not be using during your stay. If you are not using the room, keep the door shut and the heat turned off. When leaving, make sure all doors are closed. The thermostat in the upstairs bathroom should be at 45° and the thermostat with the full bed, next to the bathroom, should also be at 45°. The thermostats for the bedrooms with twin beds, and the upstairs hallway should be turned off. The door to upstairs must be closed!
 - b. Do not move furniture from room to room. Moving furniture around can create dents in the walls and markings on the doorways, as well as damage the furniture. There are extra folding chairs in the back left bedroom, in the closet. You can also use the furniture on the front porch – either the chairs or the stacked stools
 - c. Garbage and recycling bins must be removed from the house and put to the street when leaving, or on Sunday evenings: All debris, rubbish and discards are placed in refuse containers outside. Use the Blue Container only for garbage. If you have excess garbage put it in the green container. Bring the Blue container to the front of the house, by the street at the end of your stay. Leave the green container where it is, as the garbage company will not pick it up.
 - d. Recycling: Place recyclables (bottles, plastics, and cans) in the marked-recycling container by the garbage. Excess recyclables can be placed in the bins in the mudroom, accessible under the hatch. Recycling is picked up the second and fourth Tuesday of the month. If you are staying at the house

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prior to, or during a recycling day, bring the recycling bins to the front of the house, by the road, for pick up the night before.

- e. Grill: Clean the grill after you use it.– at the very least scrape using the tools provided. It is not possible for us to clean the grill between rentals.
 - f. Linens: If you contracted for linens, leave all linens and towels in the house. If you did not use a bed in the house and it has linens on it, please leave the linens in place. For beds that you use, leave the sheets on the bed, but pull down the comforter so we know you used the bed. The towels should be left in the bathrooms – damp and wet towels should be left on towel racks in the bathrooms.
 - g. No damage is done to cottage or its contents, beyond normal wear and tear.
 - h. No charges are incurred due to contraband, pets or collection of rents or services rendered during the stay.
 - i. Soiled dishes are placed in the dishwasher and cleaned.
 - j. The house must be locked when leaving.
 - k. All windows must be closed and locked. During cold months make sure the storm windows as well as the regular windows must be down. During warm months, the storm or screens must be down as well as the regular windows.
 - l. All charges accrued at the Lodge during the stay are paid prior to departure.
 - m. Feedback: We encourage you to post feedback on your experience staying at cottage 45. However, if you received a reduced security deposit due to damage to the house or not following the provisions outlined in this contract, you waive your right to post negative feedback on the internet.
6. PAYMENT: All advance payment equal to 50% of the rental rate is required to secure your rental. The advance payment will be applied toward the room rent. Please make payments in the form of traveler's checks, bank money orders, cashiers checks, or personal checks payable to PARLAY INC. The advance payment is not a damage deposit. The BALANCE OF RENT is one month before your arrival date. If you book your vacation rental within the 21-day period, a bank check must be received prior to moving into the cottage.
 7. CANCELLATIONS: A forty-five (45) notice is required for cancellation by either party and are subject to 10% of the total contracted rental rate which will be taken off the payments made. Cancellations that are made less than forty-five (45) days prior to the arrival date will result in the forfeiture of the entire deposits/payments made.
 8. MONTHLY RESERVATION CANCELLATIONS: Monthly renters must cancel one hundred twenty (120) days prior to check-in. Monthly renters who make a change that results in a shortened stay must be made at least ninety (90) days prior to check-in.
 9. MAXIMUM OCCUPANCY: The maximum number of guests in the house is limited to sixteen (16) persons.
 10. APPROPRIATE BEHAVIOR: Skytop is an exclusive resort. Many weddings and business conferences are conducted at Skytop as well as individual vacationers. It is important that you abide by the rules of Skytop which are outlined at each of the facilities. The cottage is located in a residential neighborhood. Do not disturb the tranquility of the neighbors, for example, loud music is not allowed at the house.
 11. STORM POLICY: No refunds will be given for storms. We do not refund due to road, weather conditions, or electrical outages as a result of storms.
 12. MAID SERVICE: You will be assessed \$125 for your stay to pay for maid service to clean the cottage after you leave. Daily maid service is not included in the rental rate however it is available at an additional rate.
 13. LINEN SERVICE: Towels and sheets are not provided at the house, unless you contract for them. The fee for linen service is \$100 for the house. Please note that the Skytop resort/hotel provides towels at the swimming pool and swimming beach for your use.

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- 14. **FALSIFIED RESERVATIONS:** Any reservation obtained under false pretenses will be subject to forfeiture of advance payment, deposit and/or rental money.
- 15. **WRITTEN EXCEPTIONS:** Any exceptions to the above mentioned policies must be approved in writing in advance.
- 16. **PARKING:** Parking is limited to three (3) vehicles in the driveway. Parking on the road, or grass, is not permitted. Additional cars can be parked in Skytop's parking lots. Any illegally parked cars are subject to towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.
- 17. **TRAVEL INSURANCE:** We highly recommend all guests purchase travel insurance. If you wish to purchase travel insurance, go to www.InsureMyTrip.com for details and to purchase.
- 18. The owners are not responsible for any accidents, injuries, or illness that occurs while on the premises or its facilities. The Homeowners are not responsible for the loss of personal belongings or valuables of the guest. 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 premise.

By Signing Below, I agree to all terms and conditions of this agreement. Please be careful to write legibly so that we can contact you.

Check in Date: _____ Check out Date: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____