



**GROUP COORDINATOR / RENTER AGREEMENT
(Including Contact Information & Group Deposit)**

GUEST #1 (GROUP COORDINATOR / RENTER)
Name:
Address:
City, State, Zip:
Home Phone:
Work Phone:
Cell Phone:
E-Mail:
Arrival Date:
Departure Date:
Final Total Charge (including tax):

Once the deposit is received your dates are secured.

- DEPOSIT PAYMENT METHOD:** Check (Make Checks payable to: Carrie Unze)
 Money Order



RENTAL AGREEMENT

The following terms and conditions are to be agreed upon by the Group Coordinator / Renter and all guests of the Vintage Porch.

The terms and conditions for reservations are important. This agreement is between the Group Coordinator / Renter and the Vintage Porch c/o Brian & Carrie Unze (owners). The Group Coordinator / Renter agrees to rent Vintage Porch, a privately owned home, for a period beginning at 10:00am on the first day of rental until 5:00pm on the last day of rental (unless other times are negotiated between Group Coordinator / Renter and owners). The rental home is located at: 408 Fifth Avenue West, Shakopee, Minnesota 55379. Please review the terms listed below:

RESERVATIONS

- Your reservation will be held for 5 days pending receipt of a \$200 deposit that will reserve your space at the Vintage Porch.
- The \$200 deposit will be refunded to the Group Coordinator / Renter within 5 days after checkout.
- VP will confirm your reservation within 24 hours.
- Deposits may be paid by check or money order. Deposits should be made payable to Brian or Carrie Unze and mailed to:
Vintage Porch
c/o Brian & Carrie Unze
1245 Miller Street South
Shakopee, MN 55379
- A signed Group Coordinator / Renter Agreement is due with payment in full 45 days prior to your stay.

PAYMENTS

- Full payment is due 45 days prior to the retreat.
- Group Coordinator / Renter agrees to rates outlined on the 'Rates' page of the website, unless otherwise negotiated with VP owners.
- If full payment is not received 45 days prior to the retreat, your reservation will be cancelled and the deposit will be forfeited. Payments in full cannot be refunded but may be applied to a future retreat date.
- Rental fees may be paid by check, money order or credit card.
 - Checks and money orders should be made payable to Brian or Carrie Unze and mailed to:
Vintage Porch
c/o Brian & Carrie Unze
1245 Miller Street South
Shakopee, MN 55379
 - Rental fees paid by credit card are submitted via PayPal. For this service, a 2.9% + \$.30 fee is automatically added to the reservation rates listed on the Rates page. To make a reservation using a credit card, please visit our website at <http://www.VintagePorch.com>

CANCELLATIONS

- Reservations cancelled before 60 days of the retreat are eligible for a full refund of any money paid.
- If you cancel your weekend with less than 60 days notice, you forfeit your deposit unless a replacement group can be found. If a replacement group is found, your deposit may be applied to a future retreat date.
- Cancellation requests must be emailed to info@VintagePorch.com or mailed to:
Vintage Porch
c/o Brian & Carrie Unze
1245 Miller Street South
Shakopee, Minnesota 55379
- VP owners reserve the right to cancel this agreement in the event of an emergency or unforeseen event.

OTHER CONDITIONS

A set of house rules is as follows. By agreeing to these terms and conditions, the Group Coordinator / Renter agrees to observe these rules and is responsible that other tenants and guests also follow these rules.

Group Coordinator / Renter agrees to indemnify and save VP owners (Brian & Carrie Unze) harmless from all liability, loss or damage arising from any nuisance or harm made or suffered on the premises by the Group Coordinator / Renter, tenants or guests or from any carelessness, neglect, or improper conduct of any persons entering, occupying or visiting the premises. VP owners reserve the right to retain the \$200 deposit in the event the rental agreement is violated.



ACCIDENTS / REPAIRS

- If something is accidentally broken or is in need of repair, please either call us or leave us a note so that it can be repaired or replaced before the next guests arrive.
- You are responsible for any excessive damage to the property, house or its contents. An itemized list of damages and an invoice for the repairs will be sent to the Group Coordinator / Renter. The \$200 deposit will be forfeited to cover any excess damages and any additional charges will be payable immediately by the Group Coordinator / Renter.
- There are sharp cutting systems and hot electric tools for guests to use – please use them safely. Vintage Porch cannot be responsible for injuries.
- Please contact us immediately if you have any problems.

CHECK IN / OUT

- 8:00am on the first day of rental until 5:00pm on the last day of rental (unless other times are negotiated between Group Coordinator / Renter and owners).
- Group Coordinator / Renter and guests must adhere to the following 'Checkout Checklist' prior to departure.

CHECKOUT CHECKLIST

In order to avoid forfeiting your deposit, before you leave Vintage Porch please ensure that all items on this checklist are completed prior to your departure:

- 1) VP Evaluation: We want your feedback. Evaluation forms are available in the craft room. Please have all guests complete an evaluation and let us know what you liked and how we can improve future stays at VP.
- 2) Accidents / Repairs: If something was broken, leave us a note so that it can be taken care of for the next guests.
- 3) Cleaning: Leave the house as clean as you found it. A housekeeper does come in to clean the bathrooms, clean the floors and such, however - you are expected to leave the house as you found it when you arrived.
- 4) Bedding: Leave bedding as is on the beds. The housekeeper will launder bedding.
- 5) Dishes: Run dishes through the dishwasher and put them back into the cabinets.
- 6) Food: Do not leave any food or containers that you may have brought with you for the weekend in the cabinets, refrigerator or freezer.
- 7) Garbage: Take the garbage out when you leave and place it in the large bin next to the garage.
- 8) Electric Tools: Unplug any crafting supplies such as embossing tools, irons, etc...
- 9) Windows & Doors: Close and lock all windows and doors when you leave.
- 10) Lights: Turn off all lights when you leave.

FIRE HAZARDS / SMOKING

- Candles, Electric Blankets and Space Heaters and any other potential fire hazard are not allowed.
- Embossing tools and irons are allowed as long as they are cooled, unplugged and stored properly when not in use.
- The Vintage Porch is a non-smoking and facility. You may smoke outside on the front or back porch. There is a container with sand to safely deposit cigarette butts in both areas.

PETS

- The Vintage Porch is a pet-free facility. We do not allow pets on the property for the benefit of the house and your fellow guests.

PLUMBING

- Please do not flush sanitary products down the toilets.
- Do not flush paper towels, wet wipes, or other paper type products other than toilet paper. Use plungers if necessary to remove blockage.
- Make sure all food waste is scraped off plates and into the garbage before rinsing in the sink.
- Please do not pour grease or oil down the sink drain.

Signature of Group Coordinator / Renter	Date



FINAL REGISTRATION GUEST CONTACT LIST	
Guest #1 (Group Coordinator / Renter)	Guest #2
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Guest #3	Guest #4
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Guest #5	Guest #6
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Guest #7	Guest #8
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Guest #9	Guest #10
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Guest #11	Guest #12
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail: