

Room Reservation for your upcoming Event

This Agreement is made effective as of _____, by and between Oak Creek Lodge, LLC. Bed, Breakfast & Wedding Retreat and _____, The Clients represent that they desire to block all 6 rooms for _____ day(s) at Oak Creek Lodge, LLC. Bed, Breakfast & Wedding Retreat, starting _____

1) VENUE RENTAL FEE(S):

- a) The Clients, agree to pay a deposit of \$400. This serves to block the 6 rooms for the specified dates and is payable at the time of contract signing with check, cash, or credit card (we prefer check). The rooms are only held with a signed contract and payment.
- b) The remaining balance, is due on or before arrival _____,
- c) The Lodge has 6 rooms and holds 13 guest @ \$863 a night (plus 11% Michigan sales and Lodging tax). Each additional guest after 13 is \$30 per person/per night up to 25 guests. Children 12 and under are free. Any adjustments to the base price of \$863 per night is due with the final payment. Second night is 10% off and third night is 20% off base the base price of \$863. You can let us know if you want the full bill, or if we should bill the rooms individually.
- d) Check in time is between 2 and 6pm. Check out is 11am. If you would like something different, please let us know as soon as possible, so we may accommodate your wishes.
- e) Pricing includes a full gourmet breakfast with each overnight stay. Generally we serve coffee, tea, juice, homemade coffee cake and fresh fruit at 7:30 am and the full breakfast at 9am. Please let us know your schedule and we will try and make the adjustments for serving breakfast.
- f) We ask for room assignments at least 2 weeks before the event *** Please note, these beds are not automatically in the rooms, and get set up depending on the number of guests****.
 - a. Oak Creek Suite – Holds 8 people with 1 king and 3 double beds.
 - b. Honeymoon Loft – Holds 5 people with 1 king, 1 double and 1 twin bed.
 - c. Hangar – Holds 3 people with 1 king and 1 twin bed.
 - d. Addison – Holds 3 people with 1 king and 1 twin bed.
 - e. Lilac – Holds 3 people with 1 queen and 1 twin bed.
 - f. Bunk Room – Holds 4 people with 3 twin beds and a rollaway.

2) GUIDELINES:

- a) Swimming Pool: Posted rules for the swimming pool must be followed by Client(s) and their Guest(s), who release Oak Creek Lodge, LLC. from any liability for bodily injury.
- b) All unregistered house guests must vacate the premise by 11 pm.
- c) Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund. No Red Wine permitted in the home.

- d) Please, no self tanners or shoe polish in the home, please have your guest take care of those items before arrival. Also, no sleeping on the couches.
- e) Oak Creek Lodge, LLC. is a non-smoking venue. Smoking will be permitted only in designated areas outside.
- f) Cancellation Policy: If an event is cancelled before 30 days from the scheduled event date, this would be any time before _____, then the deposit is refundable. If the deposit was made by a credit card there is a 5% processing fee. If the event is cancelled within 30 days (anytime after _____ of the event a refund will be issued provided the rooms can be rebooked. Cancellations are to be in writing to Oak Creek Lodge, LLC.
- g) No food preparation is allowed at Oak Creek Lodge, LLC., by the Client's guests, contracted labor, or their subcontractors. However, fully prepared food may be brought to Oak Creek Lodge, LLC.
- h) This contract is not valid until signed with a deposit and returned. The rooms are not held without the contract and deposit.

SIGNATURES:

Guest: _____ Date: _____

Guest: _____ Date: _____

Who do you prefer we contact?: _____

Address: _____

Best phone number: _____

Best email: _____

The Oak Creek Lodge Bed, Breakfast, and Wedding Retreat

Owner: _____ - _____ Date: _____