



Scrabble Creek Cabins welcomes you!

The following information will help you prepare for and plan your vacation. We ask that you take time to read all of the following policies and procedures before signing your rental agreement. **Please INITIAL the bottom right corner of each page (where marked), and SIGN the final page of this rental contract before faxing or mailing it back to us. (only fax back the first 4 pages)**

You, the guest, are responsible for knowing and following these rules. We also suggest you bring a copy on your trip, as it may help answer many of the questions you might have before, during and even after your visit.

BY SIGNING, INITIALING AND PROVIDING YOUR CREDIT CARD INFORMATION FOR THIS RENTAL AGREEMENT, YOU ARE AGREEING THAT YOU WILL ABIDE BY THE POLICIES AND PROCEDURES LISTED

FORMS OF PAYMENT: We accept Visa, MasterCard or Discover

RESERVATION AND CANCELLATION POLICIES AND PROCEDURES:

- All reservations require FULL payment at time of booking.
- Security/Damage Deposit of \$250 Required
- MAXIMUM OCCUPANCY FOR CABIN 1 & 2 IS **4 PEOPLE**.
- MAXIMUM OCCUPANCY FOR CABIN 3 IS **2 PEOPLE**

We do not rent to anyone under the age of **25**. The person making the reservation must be one of the guests who will remain at the rental property throughout the agreed upon time. **The signature on the rental agreement must be the same as the name on the credit card used for the reservation.** The same credit card information will be secured by Scrabble Creek Cabins for payment of any damages that may occur to the PROPERTY BY THE GUEST(S). **By signing this form and by providing your credit card information, you confirm that you are over 25 years of age.**

Please return the signed rental agreement to **fax # 608-854-2165** or to our mailing address (time permitting) to P.O. Box 450 Hazel Green WI 53811. After the signed rental agreement is received we will contact you to confirm payment and provide you with the **KEY LOCKBOX code**. We **must** receive this signed agreement form in order to complete and confirm your reservation. Your rental is NOT CONFIRMED until your credit card is charged and you receive confirmation from us.

CONFIRMATION: Confirmation of the reservation will be sent via email or phone to the guest(s).

KEYS: The key(s) are located in a LOCKBOX located on the front door of the cabin. After your reservation is confirmed, we will contact you with the code to the LOCKBOX. Please write down this code so that you can access the keys when you arrive. When you depart, please place the keys back in the lockbox.

SECURITY/DAMAGE DEPOSIT: We require a **\$250 deposit** that will be charged to your credit card when you pay for your reservation. This deposit is NOT applied toward the rental price, and will be credited back to your card within 10 days after your departure if there are no damages or items missing.

Check-In: Check in time is **4:00 PM**. Guest(s) will have 1 hour to inspect the cabin and report any damage / broken objects in the cabin they feel they should not be liable for. After one hour, any damages in the cabin will be the full responsibility of the guest(s). *Each cabin will be inspected after the guest(s) depart, and damages/lost items will be noted. You will be notified of a damaged/broken item that already exists in the cabin when you check-in if we are already aware of it.*

Initial:

Check-Out: Check-out time is **11:00 AM**.

Late departures will result in your being charged for another day's stay, or a minimum fine of \$100.

NO Refunds will be given for early departures (such as should you find it necessary to leave earlier than your reserved departure date), for any reason, including weather and/or road conditions.

CANCELLATIONS: Your reservation is a contract between you and Scrabble Creek Cabins that says we will hold this cabin and will not rent it out to anyone else for the time period you have reserved. Because of this, please keep in mind the following cancellation terms;

A 30 day notice is required for all cancellations. Cancellations that occur more than 30 days prior will incur no penalty. Any cancellation made less than 30 days prior (and more than 7 days) will result in a refund of 50% of your total charge (less tax & deposit). Any cancellation made less than 7 days prior will forfeit all nightly fees, and will be refunded only the deposit. Any reservation booked over a holiday and/or holiday weekend are completely non refundable. **There is a \$25.00 non-refundable administrative fee for any changes to your reservation.**

We strongly recommend that whenever traveling, you purchase travel insurance to ease your mind in case of any unforeseeable cancellation issues.

"NO-SHOW" POLICY: A "no-show" is an automatic forfeiture of charges -- this is a **contract** between you (the guest) and Scrabble Creek Cabins. You will be charged for the full stay if the proper cancellation policies are not followed. If we have held a cabin for you, we have pledged **that cabin and those dates** to you. You will be charged for this reservation.

PETS: NO PETS are allowed on the premises. If evidence of pet is discovered, you will be asked to leave immediately, and your credit card will be charged an additional \$150 for cleaning fees (or more depending on the circumstances).

SMOKING: Scrabble Creek Cabins are **non-smoking** cabins. If there is any evidence of smoking inside the cabins, an additional charge of \$150 (or more depending on the circumstances) cleaning fee will be placed on your credit card.

LINENS: A basic supply of linens is provided in each property. Bed linens and bath towels are not changed during your stay. In addition to, the startup set of bath soap, toilet tissue, paper towels and trash bags are not replenished during the rental. No housekeeping is provided during the guest(s) stay until the time of check-out.

PERSONAL ITEMS: USE OF ILLEGAL DRUGS OR POSSESSION OF ILLEGAL FIREARMS OR FIREWORKS ARE PROHIBITED AT SCRABBLE CREEK CABINS. IF YOU ARE FOUND TO HAVE EITHER IN YOUR POSSESSION, YOU WILL BE ASKED TO LEAVE WITH NO MONEY REFUNDED.

- Any personal items left behind or lost during a stay are the responsibility of the guest. We are not responsible for items left behind or lost. However, we will ship back any items that are found (pre guest request) by a local shipping service. The shipping charge is charged to the guest's credit card. We hold on to any items left behind for 30 days to see if they are claimed before disposal.

DAMAGES: In general, most guests are very respectful of the property. However, there is always that one bad apple that causes us to have to enforce the following policies.

*** If there is a need for any excessive cleaning upon your departure, you will be charged a minimum fee of \$150.00, or more, depending on the nature of the mess and/or damage.

*** Any theft, vandalism or evidence of drug use will be photographed and reported to the police and possibly followed by litigation.

*** Any cabin that is left unsecured by the guest, resulting in items being damaged or stolen, will be the responsibility of the registered guest. He/she will incur the cost of replacing any items which are damaged or stolen.

*** Any guest that we are forced to evict will forfeit all monies paid and no credits will be issued.

Initial:

*** Please remember that a signed rental agreement is considered a legal and binding contract and therefore gives Scrabble Creek Cabins the right to collect payment for damages, missing items, and excessive cleaning that are made necessary by your stay.

*** The cabins are not to be used for parties or gatherings that exceed the sleeping capacity (4 people) of the cabin. Full payment for all damages, missing items and extra cleaning are the responsibility of the guest and **will be billed to the credit card of the guest who signs the rental agreement. Any additional person beyond the occupancy stated by the renter on this agreement will result in a \$30 per night charge to your credit card.**

*** **Please note: DO NOT USE ANY FORM OF SOAP OR ANY OTHER ADDITIVE TO THE WATER WHEN USING THE WHIRLPOOL TUB. Any products added to the water may clog the jets and require replacement. If you do not adhere to this guideline, and a replacement or fix is needed after your stay, your credit card will be charged for this damage.**

WHEN DEPARTING: Guests are required to leave the property in the same general condition it was when the guest(s) arrived. In order to help to keep the cabin cozy for the next renter, please adhere to the following rules upon departure:

- ** All dishes must be washed and put away. Dish soap, kitchen towels, etc. are provided in each cabin.
- ** Refrigerator should be left clean, free of all food, beverages and contents.
- ** Bag all trash and place it in the trashcans provided.
- ** Place wet towels, washcloths, bath mates and used bed linens in one of the bathtubs or showers.
- ** Turn off all lights and small appliances and set the heat at 60 degrees for winter months, or 75 for the central air during summer.
- ** Be sure all the doors and windows are locked.

** **KEYS: Leave the key in the LOCKBOX on the front door.** Failure to leave the key behind will result in a minimum \$75 re-lock charge fee to your credit card.

INDEMNITY CLAUSE: The registered renter agrees to indemnify Scrabble Creek Cabins of any damages to the premises which result from the renter's occupancy (including furnishings and household items) and/or damages found upon arrival. The registered guest is the one who will be charged for any damages his/her group causes to the property. Scrabble Creek Cabins will not be held responsible for accidents or injury to guests or for loss of money or valuables of any kind. The registered guest assumes full responsibility for any and all damages that his/her group causes, excessive cleaning charges for problems caused by his/her group, or for any items found to be missing after his/her group's visit, including linens and towels. By accepting this reservation, it is agreed that all guests of the registered renter are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

CREDIT CARD GUARANTEE –

I, _____ (TYPE OR PRINT NAME) am providing my credit card number as a guarantee to Scrabble Creek Cabins. I agree to pay all rent, accept all terms of the lease agreement, and accept all liability for any damage, beyond normal wear and tear, during the term of my lease with Scrabble Creek Cabins. If I fail to do so I understand that this cost will be charged to my credit card and all credit card sales are final. I also agree by signing this form and by providing my credit card information that I am over 25 years of age. I also agree that by signing this form, I give permission that any comments left in the Guest Books in the cabins may be used as testimony on our website, found at www.scrabblecreekcabins.com.

THE SIGNATURE ON THE RENTAL AGREEMENT MUST BE THE SAME AS THE NAME ON THE CREDIT CARD USED FOR THE RESERVATION.

Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Address (*must match billing address of credit card*) _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address: _____

Vehicle make /model/year _____ Vehicle License Plate Number _____

RENTOR – PLEASE FILL IN :

Circle One: MasterCard Visa			Check-In Date	
Credit Card #			Check-Out Date:	
Expiration Date	____ / ____		# of Nights	
Security Code <small>(3 digit code on back of card)</small>			# of People*	
Cabin Requested	1 (MAX 4 PEOPLE) 2 (MAX 4 PEOPLE) 3 (MAX 2 PEOPLE)			

*We will make every attempt to put you in the cabin you request.
Please confirm the availability of the desired cabin with us. We will contact you if there is a conflict in your desired cabin.*

Rates under this contract are applied as follows:

# of People	Per night fee	Per week fee (7 nights)	Tax	Deposit
2	\$199	\$1100	5.5%	\$250
4	\$259	\$1400		

**Any additional person beyond the occupancy stated by the renter will result in a \$30 per night charge to your credit card.*

Office Use Only:

Confirmation #		Invoice#	
Date:			
Cabin 1 2 3			
Emailed / Faxed Conf. # (date) ____/____/____			
KEYCODE:			
Emailed / Phone (date) ____/____/____			
		Invoice Total	

*****THIS PAGE FOR YOUR REFERENCE ONLY *** DO NOT FAX BACK****

To assist you in finding us, please keep these directions with you, and enter the Keycode for the LOCKBOX (here) _____ so you have it handy when you arrive.

SCRABBLE CREEK CABINS 105 BUNCOMBE RD HAZEL GREEN, WI 53811

CABIN 1: LOCATED TO THE EAST (Left-hand side when entering driveway)

CABIN 2: LOCATED ON THE WEST (Right-hand side when entering driveway)

CABIN 3: LOCATED TO THE EAST (Left-hand side when entering driveway), past Cabin # 1



From Galena, IL:

Take Hwy 20 North.

At the 'Y' in the road (approx. 2 Miles outside of Galena) veer to the RIGHT onto Hwy 84 towards Wisconsin/Hazel Green.

Stay on this road, crossing the Wisconsin state line. About a 1/2 mile into Wisconsin, *just over a small hill*, to the RIGHT you will see Buncombe Road. Turn onto Buncombe, and a 1/4 mile down the road on your RIGHT will be a blacktop driveway with two beautiful log cabins situated on the hill. You've found Scrabble Creek Cabins!

From Dubuque, IA:

Take US 151 into Wisconsin. Take Exit 1 to Hazel Green. At the Four-Way stop, go STRAIGHT onto Hwy 11 towards Hazel Green. Stay on this road until you get into town and come to a stop sign. At the stop sign, turn RIGHT onto Hwy 80 and follow this out of town. A 1/2 mile south of town will be Buncombe Road. Turn LEFT on Buncombe. Scrabble Creek Cabins are located a 1/4 mile down this road on the RIGHT. The two cabins are located on the top of a hill on a blacktop driveway.

From Madison, WI:

Hwy 151 South to Platteville, WI.

Take Exit # 19 - Lancaster/Platteville. Turn LEFT towards Cuba City. Follow Hwy 80 through Cuba City and continue on through Hazel Green. A 1/2 mile south of Hazel Green will be Buncombe Road. Turn LEFT on Buncombe. Scrabble Creek Cabins are located a 1/4 mile down this road on the RIGHT. The two cabins are located on the top of a hill on a blacktop driveway.

Contact us at 608-732-1089