

Retreat Rental Agreement
Corn Wagon Quilt Co. – Corn Wagon Too
375 South 300 East, Springville, Utah
801-491-3551

Thank you for reserving time to sew at the Corn Wagon Too Retreat Center. Please, read the following rental requirements carefully. As the renter, your signature at the end of this agreement acknowledges that you have read, understand and agree to all requirements listed herein. This form must be read, signed and submitted to Corn Wagon Quilt Co. at the time of reservation booking.

FEES:

A 50% non-refundable down payment is due upon reservation and must be paid by credit card. This down payment will be applied toward the final rental fee total. Renters credit card will be saved in our secure payment system for billing purposes.

Reservation fee remaining balance will be held on renters Corn Wagon Quilt Co. customer account and will be due and automatically deducted from renters credit card two weeks prior to check-in date.

Cancellation for any rooms must be made a minimum of two weeks prior to the check-in date. No refunds will be given after reservation fees are paid in full, two weeks prior to check-in date.

The undersigned renter will be held financially responsible in full for damage to property, fixtures and/or borrowed items incurred by themselves or their guests during their rental period.

This is a smoke-free, pet-free facility intended for daytime rental only (no overnight guests). Violators will be fined a minimum of \$150 per violation.

Please park only in designated parking stalls. Do not block driveways (ours or our neighbors). Do not park in front of the dumpster.

You must ask our retreat manager's permission before moving any fixtures or borrowing items room to room. You will be responsible for returning all items and fixtures to their original place. **DO NOT move the motorized tables in the upstairs rooms.** If our employees have to search for or replace items you have moved, borrowed or lost, you may be charged a fee or held financially responsible for any replacement costs necessary.

A minimum cleaning fee of \$50 will be charged to the renter's credit card on file if the cleaning checklist included herein on page 2 and posted in each room is not complete upon checkout or if excess cleaning is necessary such as carpet cleaning or repairs.

A minimum fee of \$250 will be charged to the renters credit card on file for damage to the lift. Instructions for using the lift must be followed carefully. Please, only use the lift when necessary.

CHECK IN & CHECK OUT:

The earliest you may check in is 9:30 a.m. You will be given a set of keys to your retreat room(s) upon check in. This key will grant you access to the north entrance, lift (if you are renting upstairs) and your retreat room(s). Once you have keys, you may come and go as you please. No overnight guests allowed. You are responsible for locking your retreat room and any outside entrances after Corn Wagon Quilt Co. hours. We will not be held responsible for damaged, lost or stolen items. Complete set of keys must be returned to the front counter or to the drop box upon checkout to avoid a \$20 lost key fee.

LIFT OPERATION:

The new lift has been installed as a convenience to those who may not be able to easily use the stairs to our upstairs retreat rooms and for transporting your sewing machines and supplies to the second level. Please, only use it when necessary. When you can use the stairs, please do so.

- ❖ The lift door is automatic. DO NOT TOUCH THE DOOR to pull to open, hold, or push to close.
You must use the lift button to open, hold and close the door. For safety reasons, it moves slowly. **Please, be patient.**
- ❖ You must have your lift key to operate using the outside locks. Please, leave the key already inside the lift in place – do not remove it!
- ❖ The lift will carry a maximum of 2 people with their supplies. Do not overload the lift.
- ❖ No children in the lift except as necessary for those with accessibility needs.
- ❖ In case of emergency or lift failure, use the phone inside the lift to contact help. It will dial the lift service automatically.
- ❖ Please secure lift when not in use by raising or lowering the platform slightly, then remove the outside key. Leave the inside key in place.
- ❖ When in doubt, please ask a Corn Wagon employee for assistance. Renter will be held responsible, as stated above, for any damage to the lift incurred during their stay.

CLEANING CHECKLIST:

You and your guests are responsible for completing the cleaning checklist posted in each retreat room and the kitchen/dining area (if used). We have also provided the checklist below for your review. Cleaning supplies can be found in the rolling cart and/or closet. Return all cleaning supplies to their proper place. You are **not** responsible for cleaning the restrooms.

RETREAT ROOMS

- ❖ Promptly report any damage, missing pieces, or spills to the retreat manager.
- ❖ Wipe all tabletops and surfaces using disinfectant wipes.
- ❖ Use clean toilet bowl brushes to pick up threads from the floor before vacuuming. This prevents long threads from tangling in our vacuums.
- ❖ Use lint rollers to remove threads from chairs and design walls.
- ❖ Vacuum floor thoroughly. Upstairs vacuum should be kept in the hallway for both rooms to use.
- ❖ Unplug irons
- ❖ Check and return borrowed or moved items to their original location
- ❖ If sewing machines were rented, please check to see that proper machine parts (as noted on machine checkout forms) are present and neatly placed in machine covers as received. Leave the machine in the room where you used it with the machine checkout form complete. One of our employees will check it and put it away after you leave.
- ❖ Remove garbage and place it in the dumpster located in the north east corner of the parking lot. Replace trash can liners.
- ❖ Turn off T.V. and lights.
- ❖ Close and lock all windows and doors.

KITCHEN AND DINING AREA (IF USED)

Please be considerate of other guests as this is a shared space and clean up promptly after use. Cleaning supplies can be found under the sink.

- ❖ Remove all food brought in by your party including anything stored in the refrigerator or freezer.
- ❖ Hand wash any serving pieces used and return to where you found them.
- ❖ Wipe out the microwave if used.
- ❖ Clean up any spills, spatters or other food mess.
- ❖ Sanitize countertops with disinfectant wipes.
- ❖ Use a cleaning solution to wipe down the sink with cloth.
- ❖ Place dirty linens in the laundry basket near the stove.
- ❖ Sweep the floor.
- ❖ Remove garbage and place in dumpster located in north east corner of parking lot. Replace trash can liner.
- ❖ Please report any damage or stains to Corn Wagon Quilt Co.
- ❖ Turn off the lights and lock the door.

Thank you for doing your part to keep our "happy place" one that our guests can enjoy for years to come. We love to see what fun you had during your stay. Share photos on Instagram or Facebook and tag us @cornwagonquilts or use the hashtags #cornwagonretreats #cornwagonquiltco for a chance to win prizes! We hope to welcome you and your quilting guests again soon.

For questions, concerns and to report any damage, contact our retreat manager, Kathy Shinnars (801) 857-9186. Please, respect that this is a personal cell number and only call in extreme situations after shop hours.

In the case of a health or safety emergency, please call 911.

By signing below I certify that I, _____ have read, understand and agree to this rental document. Furthermore, I will not hold Corn Wagon Quilt Co., it's owners or employees responsible for any injury, damage, loss or theft sustained while on the rental property.

Check in Date _____ Remaining Balance Due: _____ Due Date: _____

Renter's Full Name (please print): _____

Rentor's signature upon registration: _____ Date: _____

Rentor's signature upon checkout: _____ Date: _____

Address: _____ Phone: _____

_____ Number of Guests: _____

Email: _____ Did you use the Lift? _____

Rooms Rented: _____