

FOUR MOUNDS FOUNDATION: OVERNIGHT ACCOMMODATIONS

EFFECTIVE OCTOBER, 15 2016

OVERNIGHT ACCOMMODATIONS: BED & BREAKFAST INFORMATION

All accommodations have central air and a full, hot breakfast is provided unless other accommodations are made. Three options are available for overnight stays: our large Grey House, the newly restored White House and the Cabin. A 12% Hotel Motel tax applies to all overnight stays. *Occupancy limits as stated.* Use of the premises above the occupancy limit may trigger event fees and/or additional charges. *Occupancy limit overages are charged at \$20/person/day.*

GREY HOUSE: The grey house has a total of seven bedrooms which are available for whole house rentals. *Each room has an occupancy limit of 2 (whole house occupancy limit is 14).*

WHITE HOUSE: The White House has a master suite (king bed) and three additional bedrooms with queen beds. *Each room has an occupancy limit of 2 (whole house occupancy limit is 8).*

Breakfast is typically served at the Grey House.

CABIN (Marvin Gardens): The cabin accommodates up to four people. It has a bedroom with a queen bed, and two twin beds in the great room. Breakfast is typically served at the Grey House.

Cabin has an occupancy limit of 4.

POLICIES:

HOLIDAYS: Two night minimum night stays apply over holidays. Holidays include: New Year's Eve, New Year's Day, Valentine's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Out of respect for our staff, no breakfast is served on New Year's Day, Easter, Thanksgiving Day, Labor Day or Christmas Day (normal rate apply). Two night minimum on weekends- applies in the months of September & October including their adjacent weekends.

PETS:

We do not allow pets in Grey & White Houses. Violation of this policy results in a penalty \$100/pet at the White or Grey Houses, and damage charges may apply. Certain pets may be allowed at the cabin. A minimum charge of \$50/pet/day is added to your bill. We have the right and responsibility to turn away any guests that have pets that are deemed by staff to be a nuisance or a hazard, or charge a damage fee to your bill for any soiling or damage to the premises.

Paid Gift & Promotional Certificates: Redemption date must be prior to the expiration date which means *certificate holders should book their stay early.* Promotional gift certificates are subject to restrictions, including: using only one promotion or discount at a time; blackout dates; & expiration dates. Certificates hold no cash value. Certificate is non-transferable, and void if stay is cancelled or certificate is lost or expired.

Reservation Deposit: 50% of total anticipated bill accompanied by a signed policy or agreement online.

Payment policy: The entire bill including all taxes and additional fees/penalties must be paid in full prior to departure and the signing party is responsible for all charges. 12% state and local hotel/motel taxes apply to all overnight stays.

Cancellation policy: Over 30 days, 50% of deposit refunded; Within 30 days, 0% of deposit refunded.

I have read and agree to the Event & Whole House Rental Policy for my stay beginning ___-___-___

_____/_____
Signature Printed name Date Phone

_____/_____/_____/_____/_____
Billing address City State Zip Email

Staff initials _____

To confirm your reservation, sign and return this form with deposit to:

Four Mounds Inn, 4900 Peru Road, Dubuque, IA 52001; inn@fourmounds.org or fax to 563/557-3159

FOUR MOUNDS FOUNDATION :EVENTS & WHOLE HOUSE RENTALS

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WHOLE HOUSE RENTAL: Any weekend outdoor event requires whole house rental of both the Grey House (\$875/night, occupancy 14) & White House (\$525/night, occupancy 8) to ensure exclusivity during your event. Additional overnight or breakfast guests will be charged \$20/person. Two-night minimum stay on weekends during September & October. This rental fee is required in addition to the event fee for major events (weddings, reunions, parties, etc.) to secure the house for your event. Pets are not permitted.

EVENTS: A sliding scale charge is applicable to events such as reunions, memorials, parties and weddings. The type of event requested will determine the allowable group size with a maximum capacity of 100. Facility use is limited to 7 hours, including setup (additional hourly rate is \$150/hour). Fee includes the following services: room set-up, members of our staff to host the event (1 member for parties under 75, 2 for 75 and over) and indoor use of tables, chairs, tablecloths from our inventory. Port-a-Potty rental required for outdoor events of 50 guests or more. (*Facility per-hour rates available for small, non-wedding events.*)

| No. of guests | Fee | <i>Event fees are based on the number reserved. If additional guests attend, you will be charged accordingly. When any equipment is used outdoors (tents, tables, dance floor, & chairs set-up, etc) a \$250 grounds use fee will be charged.</i> |
|---------------|--|---|
| Under 25 | \$750 | |
| 25 – 49 | \$1000 | |
| 50 – 74 | \$1200 | |
| 75 – 100 | \$1400 | |
| over 100 | \$500 fee for each additional 20 guests over 100 | |

UNUSUAL WEAR AND TEAR: Minimum \$150 damage fee assessed for damage to any furnishings, carpet, house, grounds etc. as a result of your stay. Additional loss-of-business charges may apply. No confetti or glitter of any type inside or outside. No open flame inside or outside, including fireworks or Chinese lanterns.

CATERING & EQUIPMENT: You may inquire about caterers and equipment rental facilities familiar with Four Mounds. You are responsible to supply: dishes, tables, tablecloths, tents, chairs, glassware, and silverware; including servers, dishwashers and a clean-up crew. *Check with your caterer and rental company to ensure all needs are taken care of.* Removal of all equipment is required the morning after the event unless special arrangements are made. All arrangements are to be negotiated directly with your caterer, however, we require the name of your caterer prior to the event. *Grounds fee of \$250 charged for all outdoor events. Additional daily \$100 fee for equipment left on the grounds for more than 72 hours.*

Traffic control: Events with over 50 guests are required to cover the cost of traffic control. A \$50 fee is charged to cover two attendants. (Usually only necessary at start of an event)

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| <p><i>Reservation Deposit</i> 50% of total anticipated bill + signed policy</p> <p><i>Cancellation policy:</i> over 30 days, 50% of deposit refunded within 30 days, 0% of deposit refunded</p> | <p>Payment in full is required upon checkout.</p> <p>Additional fees must be settled prior to leaving. <i>A 20% gratuity will be added to your event charge 12% state/local hotel taxes apply to overnight stays</i></p> |
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I understand and agree with the policy terms, for my event dated ___ - ___ - ___.

My event will start at _____ and end at _____. (7 hour maximum, including setup time)

I have also read and agree to the Overnight Accommodations Policy (required by all)

I do not plan to hold an event (any gathering over the agreed occupancy level) during my stay.

I understand that if I do hold an event, I am responsible for any fees associated with that event.

_____/_____-_____
Signature Printed name Date Phone

Billing address City State Zip Email

Staff initials _____

To confirm your reservation, sign and return this deposit & this form to:

Four Mounds Inn, 4900 Peru Road, Dubuque, IA 52001; inn@fourmounds.org or fax to 563/557-3159