

# LONGVIEW RETREAT GUEST RENTAL AGREEMENT

CC 041722

We cannot confirm your reservation or schedule check-in until receipt of a completed Rental Agreement and payment in full. You will receive an email from Stay at Lake Geneva once your reservation is confirmed.

**Owner:** Dean Spieker / Grove Road Properties, LLC  
 (Referred to as Owner is this Agreement)  
**Longview Property Address:** N3333 Grove Road Lake Geneva WI 53147  
**Web Address:** [StayatLakeGeneva.com](http://StayatLakeGeneva.com)  
**Phone:** 312) 970-1729  
**Send Completed Agreement to:** [StayatLakeGeneva@gmail.com](mailto:StayatLakeGeneva@gmail.com)

<b>Name (Primary Guest)</b>	
<b>Address</b>	
<b>City, State &amp; Zip</b>	
<b>Mobile #</b>	
<b>Email Address</b>	

**RENTAL INFORMATION:**

Agreement Completion Date	
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**NUMBER OF GUESTS**

Adults (18 and older)	
High School Kids (age 10-17)	
Elementary Kids (age 6-9)	
Preschool Kids (age 3-5)	
Infants (age 0-2)	

**ARRIVAL AND DEPARTURE –**

**ENTER DATE & TIME**

<b>Arrival Date</b>	/	/	
<b>Standard Check-In Time is 4PM</b> <b>Arrival Time Request</b> - Indicate your early check in time request if applicable. Alternate time must be confirmed advance and subject to fee. (See Arrival and Departure for details and fees) Check-In window closes at 7PM (See Check-in-Check-Out)			
<b>Departure Date</b>	/	/	
<b>Standard Check-Out Time is 10AM</b> <b>Departure Time Request</b> - Indicate your late check out request if applicable. Late check out must be confirmed in advance and subject to fee. See Arrival & Departure for details and fees.			
<b>DEPOSIT</b> - Returned directly from us approximately 10 days of departure contingent on post departure inspection. See Deposit Terms for details.			\$700

<b>CLEANING FEE</b> Covers routine cleaning and preparation only. See Deposit and Exhibit C for details.	Paid upon booking
<b>RENTAL FEES</b> Rental Fees calculated upon booking based on information provided. Total Rental Fees subject to change based on any modifications to dates, number of guests or added amenities to the initial booking.	Determined upon booking

**PLEASE INDICATE REASON FOR STAY.**

- |  |  |
|--|--|
| <input type="checkbox"/> Birthday Celebration        | <input type="checkbox"/> Retreat – Specify Type_____                   |
| <input type="checkbox"/> Anniversary Celebration     | <input type="checkbox"/> Local Attraction or Event – Specify Name_____ |
| <input type="checkbox"/> Bachelor/Bachelorette Party | <input type="checkbox"/> Concert                                       |
| <input type="checkbox"/> Wedding/Engagement Party    | <input type="checkbox"/> Family / Friend Vacation                      |
| <input type="checkbox"/> Golf Outing                 | <input type="checkbox"/> Hobby Get Together                            |
| <input type="checkbox"/> Girls/Guys Getaway          | <input type="checkbox"/> Outdoor Activities                            |
| <input type="checkbox"/> Reunion                     | <input type="checkbox"/> Other – Specify Reason _____                  |

**PROVIDED SUPPLIES/AMENITIES**

For a complete list of our complimentary supplies, standard kitchen and premium amenities please visit our website: [www.StayatLakeGeneva.com/amenities](http://www.StayatLakeGeneva.com/amenities)

**COMPLIMENTARY AMENITIES-** Subject to change and availability. Guest is responsible for loss or damage.

x	Fire pit forks (6)
x	Foosball Game Balls (2)
x	Board Games (Assorted)

**RESERVATIONS**

- You must be thirty (30) years of age to make a reservation.
- Total Rental Fees subject to change based on any modifications to dates, number of guests or added amenities to the initial booking.
- There are no refunds or rebates for any delay or interruption to your stay including, but not limited to those caused by weather or power outages.

**CONFIRMED RESERVATION**

We cannot confirm your reservation or schedule check-in until receipt of a completed Rental Agreement and payment in full.

You will receive an email from **Stay at Lake Geneva** once your reservation is confirmed.

**CANCELTION POLICY**

**HIGH SEASON** (June 1- Labor Day weekend): Due to demand, NO REFUNDS for any reason.

**NON-HIGH SEASON** (After Labor Day weekend to May 31): 100% refund for you reservation cancelled sixty (60) days prior to your arrival.

**SPECIAL PROVISIONS**

- Due to State Law sanitation requirements, the Owner is not permitted to provide ice from the refrigerator's ice maker. Please make note and plan accordingly.
- Quiet Hours between 8PM to 8AM daily are strictly enforced. No voices, music or activity than can be heard from outside of the home or by the neighbors during these hours are allowed. Violation will result in immediate termination without refund and forfeiture of your Deposit. (See Termination Of Rental & House Rules /The Exterior-Noise Policy)

**LODGING RATES & OCCUPANCY**

Lodging rates are based on an occupancy up to six (6). Violation will be subject to immediate termination. See Deposit Terms and Conditions and Exhibit B- Occupancy.

**DEPOSIT TERMS & CONDITIONS**

The Deposit shall be invoiced separately from online booking and is due 7 days of booking or 15 days prior to check-in whichever is greater.

Deposit Payment Method:

Credit Card: Subject to an additional 3% credit card fee

Check: Must be received the sooner of 7 days of booking or 15 days prior to check-in.

The Deposit shall be applied to any cost to Owner to return the home to the condition on the date of arrival including loss of revenue, rebate or damages to the Owner including but not limited to:

- Any loss, damage, repair or replacement to the home and property, its contents and associated items
- Additional preparation, maintenance, cleaning beyond the routine cleaning and preparation.
- Excessive wear and tear caused by Guest
- Additional preparation and repairs due to extreme/unauthorized activities in the home or on the property.
- Untimely departure of Guest
- Violation of Guest occupancy resulting in additional per person/night fee(s)
- Exhibit B - House Rules
- Exhibit C - Check Out Policy and Check List

Should the damages be greater than the Deposit, the remaining balance will be billed to the Guest accordingly.

**REFUND TIMING**

Your Deposit is held and returned to you by us up to ten (10) days after departure and is contingent upon inspection and a complete inventory. Your refund will be returned to you minus any loss or damage in the form a check sent USPS.

**ARRIVAL & DEPARTURE**

Standard arrival is 4PM and departure is 10AM. Prompt arrival at your scheduled check-in is appreciated. In the event multiple guests arrive on the same day, it may be necessary to stagger the arrival schedule based on the following factors: time requested, receipt of completed Agreement and our best attempt to meet Guest needs.

An untimely arrival from your scheduled check-in may result is a rescheduling of your check-in later in the day to insure other Guests are checked in on time.

Due to our pre-contracted housekeeping arrangement, additional fees are necessary for any early arrival and or late check out requested by the Guest.

Early Check-In and or a Late Check-Out must be confirmed in advance and is subject to the fees below:

**Early Check-In**

3PM (1 hour)	\$100
2PM (2 hours)	\$200
1PM (3 hours)	\$300
Noon (4 hours)	Full daily rate

**Late Check-Out**

11AM (1 hour)	\$100
Noon (2 hours)	\$200
1PM (3 hours)	\$300
2PM (4 hours)	Full daily rate

*Please note that once an early arrival is scheduled with us, the fees associated with that time is due- regardless of the time of your arrival.*

**LEGAL REMEDIES**

Guest agrees to pay all reasonable costs, attorney fees and expenses incurred by the Owner to enforce this Agreement. Guest agrees that the Owner shall have the sole choice of jurisdiction of either Illinois or Wisconsin

**SUBLETTING & ASSIGNMENT**

The Guest shall not sublet or assign this Agreement to anyone.

**INDEMNIFICATION & TERMINATION**

**INDEMNIFICATION & HOLD HARMLESS**

Guest is solely responsible for his/her Registered Guests and any unauthorized individuals on the property. The Guest shall indemnify and hold Homeowner harmless from and against any and all liabilities, claims and costs (including attorney's fees, penalties and fines) for death, injury or damages to persons or property, arising from the use of the premises by any registered or unauthorized Guest, occupant, child or relative of Guest including but not limited to any default by Homeowner in the performance of its obligations under this Agreement, or any acts, omissions, or negligence of the Homeowner or its agents and employees. This hold harmless and indemnity shall survive termination of this Agreement.

**TERMINATION OF RENTAL**

Homeowner reserves the right to terminate this Agreement, refuse or discontinue tenancy for any reason, including but not limited to: if in its opinion the guest is detrimental to the property, may negatively impact the Homeowners property and/or business, is disruptive to its neighbors or violates the terms, exhibits and or policies outlined in this Agreement or local/ state law by any authorized and unauthorized Guest(s) will result in immediate termination of this Agreement and eviction. Owner

termination and/or eviction shall result in the forfeit of all Guest rental fees, cleaning and deposit amounts without damage or liability to Homeowner.

**AGREEMENT, EXHIBITS, PRIVACY**

**AGREEMENT**

This Agreement and its Exhibits attached contains the entire agreement and understanding between Homeowner and Guest relating to the use of the property and obligations of Homeowner and Guest. This Agreement supersedes any and all prior or contemporaneous agreements and understandings between Homeowner and Guest, and shall not be modified or amended unless both Homeowner and Guest agree in writing.

**EXHIBITS**

The following Exhibits shall hereby be included and referred to in this Guest Rental Agreement:

Exhibit A - Guest Names and Information

Exhibit B - House Rules & Policies

Exhibit C - Check-Out Policy and Check List

As the primary guest you agree to receive emails regarding your stay, information and discounts. You may opt out at any time. Your email is for our business purposes only and will never be sold or shared with unauthorized agencies.

Exterior cameras are used at this property. Their intent is to assist in the periodic management of guest occupancy and the external grounds as it relates to the adherence to the House Rules. They should in no way imply the security of any registered or non-registered Guests well-being or personal property.

***You as the primary Guest accepts complete responsibility of all individuals in your and certify that you and your Registered Guests have read and agree to abide by the terms of this Agreement as well as its Exhibits. By signing below you hereby authorize payments of any outstanding charges remaining after departure to be charged to your Deposit, with the remaining balance (if any) be paid by separate invoice.***

Should an electronic signature be used by either party, both parties agree that the electronic signature provided shall constitute a legally binding digital signature.

**GUEST SIGNATURE (1 of 2)**

**DATE**

**OWNERS SIGNATURE**

**DATE**

**Property Address:  
N3333 Grove Rd, Lake Geneva WI 53147**



**Registered Guest List (1 of 1)**

**All guests must be indicated and their information completed to confirm reservation and to be considered a Registered Guest.**

We require this general information of all Guests for Emergency Response personnel and as requirement of the City under our Lodging License. Guest information is for those purposes only and will never be sold or distributed.

See Exhibit B –Occupancy, Registered Guests and Occupancy Violation for details

**Guest 1:**

Name

\_\_\_\_\_

Address, City, State

**Guest 2:**

Name

\_\_\_\_\_

Address, City, State

**Guest 3:**

Name

\_\_\_\_\_

Address, City, State

**Guest 4:**

Name

\_\_\_\_\_

Address, City, State

**Guest 5:**

Name

\_\_\_\_\_

Address, City, State

**Guest 6:**

Name

\_\_\_\_\_

Address, City, State

**Pet Criteria:** *Limit of one canine only. Must be under 20 lbs., fully vaccinated, well-behaved, housebroken and over the age of 5 (See House Rules-Pet for full terms and conditions page 7.)Proof of age and weight of pet must be verified by your Veterinarian and attached to this Agreement. (See Page 7 for a complete terms and conditions)*

Name \_\_\_\_\_ Breed \_\_\_\_\_

Weight \_\_\_\_\_ Age \_\_\_\_\_

**I certify that the above is a complete and final list of my Guests for my reservation dates. I agree to take full responsibility for these Registered Guests and any unauthorized individuals on the property. Further I understand and accept the action of an additional fee per person and per night (if applicable) for all unregistered individuals; up to and including immediate termination of this Guest Rental Agreement without refund.**

**GUEST SIGNATURE**

**DATE**

**I understand and agree that should I provide a typed signature, this electronic signature shall constitutes as a legally binding digital signature.**

**EXHIBIT B**  
**LONGVIEW - GUEST RENTAL AGREEMENT**  
**House Rules and Policies (1 of 2)**

It's important to note that all Registered Guests are bound by these House Rules and Policies. The Primary Guest is responsible for all actions, damage and loss during your stay and to insure Registered Guests understand and agree to the terms and conditions of this Agreement. No unauthorized individuals shall be permitted on the property at any time.

**ACCESS TO HOME**

The Owner or its Agents reserves the right inspect the property at any time- should any violation of the Agreement, House Rules or unlawful activities are reported or suspected. It may be necessary for the Owner or its Agents to access the home or property without notice for requested or emergency repairs. The Owner shall make every attempt to coordinate and schedule a time for repairs or maintenance to limit disruption to the Guest.

**PARKING/PERSONAL PROPERTY**

A limit of two (2) vehicles may be parked in the carport behind the home for Registered Guests only. No street parking is allowed. No Guest access to garage.

Owner is not responsible for Guest vehicles or personal property brought onto the property.

**CHECK-IN/CHECK-OUT**

In order to prepare the home for our next Guests in a timely manner check in time is 4PM and check out is 10AM unless otherwise prearranged. Deviation of these scheduled times will result in Early CheckIn and Late Check-Out fees. See Arrival & Departure for fees.

Check-in window closes at 7PM. Check-in times after 7PM must be prearranged with Owner 24 hours prior to check-in day. Check-in arrival after window closes not prearranged will result in a 10AM delayed check-in the following day.

**USE**

The home is intended for the sole purpose of the agreed upon Use only. It is not authorized to be used for any commercial purpose, unauthorized parties, meeting, event, gatherings, receptions, weddings or photo shoots. No mobile homes, campers, trailers or recreational vehicles or equipment of any sort will be allowed on the property without advanced arrangement.

**OCCUPANCY**

The total number of guests occupying the property is strictly limited to the number defined in the Agreement. Maximum occupancy is six (6) and includes all persons on the property at any given time regardless of age.

**REGISTERED GUESTS**

Only Guests outlined in Exhibit A of the Agreement shall be permitted access and use of the property during your reservation. No 'drop in' or 'visiting' guests are permitted at any time. Booking guests shall be solely responsible for the actions of all Registered Guests.

**OCCUPANCY VIOLATION**

Occupancy limits and Registered Guests are monitored closely and strictly enforced. Any occupancy or Use violation(s) will result in immediate termination of this Rental Agreement without refund and forfeiture of Deposit. See Termination of Rental.

**HOUSEKEEPING & REPAIRS**

**CONTRACTED SERVICES**

If additional housekeeping services are necessary, such work will be arranged by the Homeowner directly. Please do not hire any other housekeepers/handymen or workers of any kind.

## House Rules and Policies – (2 of 2)

### REPAIR POLICY

Every reasonable effort will be made to have reported repairs completed as soon as possible; however, there are limited service contractors in the area, particularly on evenings or weekends. If a breakdown should occur to fundamental elements such as water systems, plumbing and electrical systems, and major appliances such as stove or refrigerator, every effort will be made to repair or replace. No reduction of rent, rebate, or refund will be issued for a mechanical failure of non-essential appliances including but not limited to dishwasher, entertainment systems or BBQ. Any refund or rebate shall be at the sole discretion of the Owner.

### **RESTRICTIONS**

#### NO SMOKING/VAPING (E-CIGARRETTE)

Smoking/vaping inside the home or its garage is prohibited. Smoking is permitted on the exterior only. Ash trays are not provided. Extra cleaning charges shall include but not limited to: cigar/cigarette waste, odor removal, any damage or replacement of the home and its contents will be charged to the Deposit. Any amount greater than the Deposit, will be billed to the Guest accordingly.

### **THE EXTERIOR**

#### QUIET HOURS- NOISE POLICY

Quiet Hours are 8PM-8PM. For the quiet enjoyment and respect of the neighbors, we require that all outside activity such as use of the sitting pool, fire pit or outdoor decks after 8PM be used responsibly. Noise, music or voices that can be heard by the neighbors from either inside or outside of the home after 8PM is strictly prohibited.

Failure to adhere to this policy, will unfortunately result in immediate termination of your stay without refund.

#### EXTERIOR CAMERAS

Exterior cameras are used at this property. Their intent is to assist in the periodic management of guest occupancy and the external grounds as it related to adherence of the House Rules. They should in no way imply the security of any registered or non-registered Guests well-being or personal property.

**EXHIBIT C**  
**LONGVIEW - GUEST RENTAL AGREEMENT**  
**Check-Out Policy and Check List (1 of 2)**

We highly encourage the use of this Check-Out List as a guide to your final departure. Utilizing it will assist us in performing your post check-out inspection accurately and efficiently as to avoid any unnecessary delays or deductions/charges to your Deposit.

**STANDARD CHECK OUT - 10AM**

In order to prepare our next guest check-out time is 10:00 AM. Late check-out must be prearranged in advance and subject to an additional fee.

**CHECK OUT CONDITION**

This home is professionally decorated with an emphasis on details. As you can imagine, it takes quite a bit of time to professionally clean and prepare it for each guest. In order for our next guest to check in as planned, we kindly ask that the home **be returned to our Housekeeping staff as you would leave a friend's home after an overnight or extended stay, as opposed to a hotel chain.**

Your Cleaning Fee covers the cost of **normal cleaning and preparation** for the next Guest. Should our Housekeeping staff find additional cleaning and preparation are necessary, the additional costs associated with this added work will be charged to your Deposit.

**REPORT ANY DAMAGE PRIOR TO CHECK OUT**

We understand that accidents happen. In the unfortunate circumstance where an item(s) is broken or damaged by you or any of your guests. Please let us know immediately as not all damage will be deducted from your Deposit.

Unreported damage may delay the next guest's check-in. As a result, missing or damaged items will be charged an additional 20% of the replacement value or repair if not reported prior to departure, as well as any delays incurred to the next guests scheduled check-in.

For your convenience, a photo album displaying furniture placement and contents for each room is located in the Guest Area. These are used to inventory and prepare the home for the next guest.

**CHECK LIST (Prior To Check-Out)**

- ✓ **INTERIOR/OUTDOOR FURNITURE-**  
We realize that you may wish to rearrange small chairs and furniture items during your stay for your comfort and enjoyment. However, please do not attempt to move large furniture items from its original placement. Any pieces moved (either interior or exterior furniture) should be returned to its original location. Located in the Guest Area is a photo album with photos of every room - please use them as a reference to return any furniture you have moved.
- ✓ **GAMES-**  
Return all board games and their pieces, as well as accessories provided for the game equipment to their original location.
- ✓ **KITCHEN TRASH-**  
Remove kitchen trash and recycling. Receptacles are located in the garage for your use during your stay and upon departure.
- ✓ **LOAD AND RUN DISHWASHER-**  
Used dinnerware should be loaded into the dishwasher and started.
- ✓ **COOKTOP, OVEN, POTS AND PANS-**  
Only routine wipe down cleaning and disinfecting is covered in your cleaning fee. Removal of grease and food splatter is subject to additional charge. Provided for you is scouring cleaner and pad for your use. Please DO NOT put pots and or pans in the dishwasher to avoid damage.
- ✓ **KITCHEN INVENTORY- returned to its original origin.**  
Inside each kitchen cabinet is a photo of its content and its placement. Our housekeeping staff use these photos, in addition to their inventory list to report missing or damaged items. Should an item not be returned to its place- it may mistakenly be noted as missing and impact your Deposit.
- ✓ **USED TOWELS-**  
Place soiled towels in the tub or shower. Leaving wet towels on the carpet, bed or furniture can cause damage.
- ✓ **TURN OFF LIGHTS-**  
Turn off all interior and exterior lights.
- ✓ **LEAVE KEYS AND GARAGE OPENER**  
Leave the key and the garage opener on the Guest Desk.
- ✓ **LOCK ALL WINDOWS AND DOORS BEHIND YOU**  
Close and lock all windows and doors prior to departure