

Please Sign and Return:

The owner of Cook Forest Top Hill Cabins is renting or leasing a cabin at 2808 Forest Road, Cooksburg, PA 16217 to the Guest(s) under the following terms and conditions:

(1) **CHECK-IN:** A copy of the Registered Guest's driver's license is required, plus a copy of any credit cards used to pay for your cabin rental.

USE OF PREMISES

(2) **PROPERTY DAMAGE, ACCIDENT OR INJURY:** Guests understand they are solely responsible for any property damage, accident, injury to any person[s] or loss sustained by any person, including loss of money, jewelry and other items of personal property, arising out of or in any way related to the guest[s] use of the premises or the items of personal property provided by Cook Forest Top Hill Cabins. Guest[s] shall become familiar with proper use and application of furniture and appliances in the cabin prior to using them. Guest[s] hereby agrees to indemnify and hold Cook Forest Top Hill Cabins harmless from any and all claims including those from third parties, arising out of or in any way related to guest[s] use of premises or of the items of personal property provided therein. Guest[s] assumes the risk of injury or losses relating to any recreational activities and will hold the management and Cook Forest Top Hill Cabins harmless with respect thereto.

(3) **DAMAGE/THEFT:** Guest[s] agrees to leave the premises in a clean, undamaged condition. If the unit is not left in the same condition in which the Guest[s] found it, the guest[s] understands and agrees that Cook Forest Top Hill Cabins reserves the right to charge the guest[s] for any repairs and/or special cleaning and/or stolen items. The guest[s] will provide a credit card upon check in as a security deposit. Guest[s] hereby authorizes Cook Forest Top Hill Cabins to charge any expenses related to the repairs or cleaning of the unit beyond normal wear and tear or related to theft of any property to the guest[s] credit card on file. Should the guest[s] dispute the charges or the credit limit on the card not be sufficient to cover the theft and/or repairs/cleaning required due to excessive use of the cabin, Cook Forest Top Hill Cabins reserves the right to charge the guest[s] with vandalism and pursue collection from the guest[s] with venue being in Clarion County, Pennsylvania. All reasonable attorney fees will be at the expense of the guest[s] should collection become necessary. Items missing from the cabins will be replaced at current retail value plus a \$25.00 service fee charged to the guest[s]. **CUTTING LIMBS AND/OR CARVING ON TREES OR INDOOR OR OUTDOOR FURNITURE is considered vandalism.** Cutting limbs or carving on trees or furniture is strictly prohibited. Either activity may result in eviction and possible State Police intervention. Costs will be charged to the credit card on file for damages to trees or furniture.

(4) **MALFUNCTIONS:** Everything possible has been done to be sure the cabin and our grounds are ready for your stay. We strive to maintain the cabin in such a way as to insure that you experience a clean and safe cabin. There may be circumstances beyond our control but we will make every effort to deal with any malfunctions. While we cannot refund any monies due to these issues, we will respond as quickly as possible to make repairs and/or restore services. In rare instances, we may move guests to another cabin if it becomes necessary and another cabin is available. Power failures due to storms etc. are considered beyond our control and will not constitute a refund of money or services. Cook Forest Top Hill Cabins Owner or Agent shall have the right of access to the Cabin for repair and maintenance during reasonable hours. Cook Forest Top Hill Cabins reserves the right to offer credit towards future rentals for any inconveniences encountered as part of Guest's vacation experience. In the event of an emergency, Cook Forest Top Hill Cabins Owner or Agent may enter the Cabin at any time to protect life and prevent damage to the property.

(5) **SUPPLIES:** Guest cabins are supplied with the following: a starter supply of toilet paper, paper towels and trash can liners. Guest must bring their own personal care products, paper products, garbage bags, and bath towels. All cabins are supplied with linens on the beds, coffee pot, toaster, microwaves, dishes, silverware, pots and pans as well as cooking utensils. All cabins are inventoried upon checkout. Guest(s) will be charged for any missing or damaged items on the credit card on file. **You will receive a complimentary first load of firewood.** Additional loads of firewood are \$10 per load (approx. 3' x 3'). You must request an additional load to receive the wood.

(6) **OCCUPANCY:** Cabin occupancy is limited to the maximum capacity as stated in our brochure for each cabin. No tents, campers or RV's are permitted on our premises. The minimum age to reserve our cabins is 18 (eighteen) years of age. The person reserving the cabin must be with the group at the time of occupancy. The person reserving the cabin assumes all responsibility, both personally and financially for the actions of the members of their party. Groups renting multiple cabins should have one person responsible to assign cabins and collect money for their group. No keys will be given out until the balance owing for cabins is paid. **Day guests are required** to register at our office and are at an additional \$3.00 per person per day (plus tax).

(7) **PETS:** Cook Forest Top Hill Cabins have recently become pet friendly and there are a few guidelines that you should follow if you want to bring your pet to the cabins: You must obtain prior approval from Cook Forest Top Hill Cabins. Your dog or other pets must be reported to and approved by us. There are certain pets that are prohibited from our facilities. Maximum number of pets per cabin is two (2). The fee for each pet is \$10 per night (plus tax) in addition to the regular cabin rate. Pets must be leashed when outside and kept off the furniture when inside the cabin. Pets must be well mannered and house broken. Pets must NOT be left unattended or alone in the cabin unless they are crated. Crates, pens or carrying case are recommended. You, as the pet owner, will be responsible for any damages to the premises or injuries to other persons caused by your pet. Owners **MUST PICK UP AFTER** their pets and dispose of the waste properly in bags. Anyone not declaring a dog or multiple dogs or anyone not picking up after their pet will be charged on the guests' credit card on file.

(8) **ALCOHOL/DRUGS:** You are permitted alcohol in our cabins, however, Cook Forest Top Hill Cabins, is a family oriented area and alcohol should not be prominently displayed. Absolutely no drugs are permitted. Use of or possession of illegal narcotics will be reason for a visit by the State Police and eviction from our premises. Consumption of alcohol on Top Hill premises by minors (under age 21) will be reason for eviction and a visit by the State Police. No keg parties are accepted.

(9) **NOISE:** Loud noise and/or loud parties will not be tolerated and may be reason for eviction. Absolute quiet time is from 11:00 p.m. until 9:00 a.m. Please respect the other cabin guests.

(10) **FIRES:** Do not leave any fire, inside or outside, unattended.

(11) **OTHER LOCAL BUSINESSES:** You are responsible for your behavior at any other local business. If you visit Deer Meadow Campgrounds, you must check in at their office/camp store each time you visit. This applies even if you have friends or other family members camping at Deer Meadow Campgrounds.

(12) **GARBAGE AND FOOD:** During your stay, do not leave any food in any outside area or on the porches. Please place garbage in the dumpster on the circle in front of Blue Spruce Inn. Do not leave garbage on porches or other outside areas, as this will attract wild animals to your area.

COOK FOREST TOP HILL CABINS

2808 FOREST ROAD, COOKSBURG, PA 16217; 800-531-1545; cabins@starband.net

CABIN RENTAL AGREEMENT

(13) **LITTERING:** Please do not litter in and around the cabin area. Leave the cabin inside and outside as you found it upon your arrival. If you bring or drag brush, twigs, branches or wood to burn, please burn it or return it to the woods when you leave. Do not leave it at the campsite.

(14) **FIREWORKS:** Absolutely no fireworks on the premises and/or in the cabin areas. Use of fireworks will be reason for eviction.

(15) **COOKING:** No cooking over the indoor fireplace. You may cook in the stove in the kitchen or on the fire pit outside or on the grills that are at your cabin or a portable grill that you furnish. If grilling on a portable grill, please place the grill on the ground and not on the wooden porch or wooden picnic tables.

(16) **HOUSEKEEPING DUTIES:** Guest[s] understands and agrees that they will perform the following housekeeping duties before vacating the cabin:

- Wash and dry all dirty dishes and put them away.
- Place all used linen by the living room door.
- Dispose of all food from cabinets and refrigerator.
- Gather all garbage from all trash cans and place in the dumpster prior to departing. Do not leave any food in any outside area except the dumpster. Leaving garbage and food outside may attract unwanted wild animals to your area.
- Secure the cabin by locking all doors and windows before departure.
- Turn the cabin thermostat to 55 degrees F.
- Turn cabin key in to the office or the "Key Drop" Box on the office porch.
- **CLEAN CABIN:** The cabin should be left in the same condition in which it was found when you arrived. Guests leaving the cabin excessively dirty, taking the janitorial service longer than 1.5 hours to clean, will be assessed a \$35 cleaning fee.
- **Littering:** Do not litter in and around the cabin area. If you bring or drag brush, twigs, branches or wood to burn, please burn it or return it to the woods when you leave. Do not leave it at the campsite.

(17) **REARRANGING FURNITURE:** Do not rearrange the furniture inside or outside the cabin. If you find it necessary to rearrange the furniture during your stay, prior to your check-out, please put the furniture back where it was upon your arrival. A fee of \$25 will be charged to your credit card for the owner to move furniture back. Do not take furniture or furnishings from one cabin to another cabin. This will constitute a \$25 fee charged to your credit card for the owner to move the furniture or furnishings back where they belong.

RESERVATION POLICY

(18) **CHECK IN/CHECK OUT POLICIES:** The Guest[s] understands and agrees that check in time is no earlier than 3:00 p.m. and check out time is no later than 11:00 a.m. with no exceptions. An additional hourly charge to be agreed upon will be charged for late check outs. All guests who arrive after hours will be provided with a map and key to the cabin for pick up at our office at the cabins. Late arrivals will need to visit our office by 11:00 a.m. next day to complete paperwork. Guests who do not complete check in paperwork by the end of business hours the day after arrival may be assessed a late processing fee. Guests agree to abide by all guidelines given at check in. A valid credit card must be presented and imprinted upon arrival as security against damages.

(19) **MINIMUM STAYS:** We have a two night minimum stay on all reservations except holiday weekends and hunting season. Holidays require a three night minimum stay and hunting season requires a 4 night minimum stay. On occasion, by exception and with availability, you may book a one night stay for an additional \$25 fee (plus tax).

(20) **PAYMENT:** At the time of reservation, 50% of the reservation will be charged to your credit card or a personal check must be received within 7 days of making your reservation. In the case of year-end reservations, for the following year, an allowance of 15 days is given to receive your deposit. The balance must be paid upon check-in using Visa, MasterCard, cash or check. No keys will be given out before the balance due is paid. The first to arrive in larger groups must be prepared to pay the balance upon arrival in order to receive keys unless balance is paid by credit card before check-in date. Pennsylvania Hotel Tax of 9% applies to all reservations.

(21) **CANCELLATIONS:** If it is necessary to cancel your reservation by noon fourteen (14) days prior to your arrival date, and we re-book your cabin, your deposit will be refunded less a re-booking fee. Or, if you cancel your reservation and we re-book your cabin, your deposit, less a re-booking fee, may be applied to a future visit within 6 months. If you cancel within the 14 day period prior to your reservation, your deposit will be forfeited. Persons who arrive late or depart early receive neither a credit nor a refund. If making reservations during winter months expect snow and winter travel conditions. Bad weather is not to be considered a reason for cancellation unless the PA State Police have closed Interstate 80. If this happens, your non-refundable deposit may be used within 6 months of your current reservation date.

ENTIRE AGREEMENT: This agreement constitutes the entire Agreement between the Guest and Cook Forest Top Hill Cabins Owner. I (Guest) have read the preceding Agreement and agree with its terms.

(Please Print)

Guest's Name:	Signature:
Address:	Date:
City/State/Zip:	
COOK FOREST TOP HILL CABINS SIGNATURE:	
(Owner or Agent for Owner)	Date: