

## **Blue Ridge Lodge Rental Rules, Check-In & Check Out Instructions**

[www.BlueRidgeLodge.com](http://www.BlueRidgeLodge.com)

---

### **Emergencies**

Should an emergency occur during your stay at the Blue Ridge Lodge at Harpers Creek that requires immediate action, other than an injury or theft, a responsible employee can be reached through our toll free line Monday-Friday 9:00 - 5:00 at 1-888-261-4395.

### **Reservation Instructions**

1. Deposit Requirements: 20% of total rental.
2. Payment of Balance: The 80% balance owed will be charged to your credit card within 4 or 5 days prior to your stay.
3. The Blue Ridge Lodge at Harpers Creek requires a \$200 security deposit for up to 9 people and \$400 deposit for 10-26 people. It will be refunded in full within one week after your stay if there is no damage to the property or policy violation. Any damage in excess of the security deposit will be billed to the person booking the stay.
4. Last-minute bookings may be available, but the full rent and the security deposit will be due at the time of booking. The refund policies are the same as for regular bookings.
5. At least one person 21 years of age or older must stay overnight in the cabin each day of the rental period.

This must be completed PRIOR TO CHECK IN:

Liability Waiver & Rental Rules Acknowledgement -

Please sign and fax to (770) 592-5508.

Directions & Key to the cabin. All directions will be sent to you via email or fax approximately one week prior to your stay.

Cancellations: All rental fees will be returned if reservation is cancelled prior to 30 days of arrival date to get a full refund less the processing fee. Any cancellation within 30 days will result in forfeiture of your rental fees paid unless we are able to re-rent the cabin.

All cancellations are subject to a \$150 processing fee as this facility is for retreats and groups that plan in advance. A cancellation typically results in revenue loss.

**Please initial each page, confirming your understanding of our policies \_\_\_\_\_**

## CHECK OUT

Checkout time is 11am unless an extension has been obtained from the Blue Ridge Lodge Office. **Charges for non-compliance with rental rules will be billed to your credit card. All credit card charges will appear as ARDLEA, Inc.**

When you check out, the following must be done:

1. Secure all doors and windows. When opening up the windows, please make sure that you move the blinds or window treatments out of the way.
2. Bag all trash and place it in the trashcans provided outside the cabin. If there is a screened-in porch, please make sure to move the trashcan to the open deck.
3. **Load and run the dishwasher.** Failure to do so will result in an additional \$50 charge.
4. Turn off all lights, fans and grill. Please turn the air conditioner up to 80. During winter months please make sure the heat is left on 55.
5. **Make sure fire in the fireplace is out and the safety screens are closed. The fireplace has gas logs, make sure the pilot light is left ON.**
6. Place all soiled linens in the laundry basket provided, or pile them up in the bathtub, do not leave them on the floor.
7. Return **all keys to the lockbox on the front door of the cabin.** If keys are not returned, you will be charged \$250 to re-key the cabin.
8. Place the hot tub cover securely on the tub and fasten using clips attached. High winds tend to blow the covers off, often damaging them, and you will be charged accordingly if this should occur. (Covers start at \$350.00).

*Accidents, Injuries. Should an accident or injury occur during your stay the dispatch number for the Gilmer County Sheriff's Department is 706/635-4162; 911 service is also available.*

### **Firearms, Firecrackers, Fireworks and Other Explosives**

**No firearms, firecrackers, fireworks or explosives of any kind are allowed to be discharged in or outside the cabins.** Repairs to a cabin or grounds caused by the use of any of these items will be billed to the renter occupying the cabin at the time the damage occurred.

### **Other Miscellaneous Information**

**No dirt bikes, all-terrain vehicles, firearms, or firecrackers are permitted on the property.**

**Of course, no illegal drugs or other illegal activities are permitted on the property.**

**Rowdy behavior which effects the neighbors will be reported to the Sheriffs Dept.**

**Please initial each page, confirming your understanding of our policies \_\_\_\_\_**

## Hot Tub

1. Do not use bubble bath or soap of any kind in the hot tub. Doing so will result in an additional cleaning **charge of \$75.00**, tub would have to be completely drained, cleaned and refilled.
2. Do not permit unsupervised use by children. Children under 18 are not allowed in the hot tub without an adult.
3. Do not use the hot tub while under the influence of alcohol, tranquilizers, or other drugs or medications that cause drowsiness or raise or lower blood pressure.
4. Observe reasonable time limits (generally 10 to 15 minutes) for your use of the hot tub. Long exposure may result in nausea, dizziness or fainting.
5. **Temperature on tubs will not exceed 104 degrees Fahrenheit.** The temperature of the hot tub is set at 95 degrees Fahrenheit prior to your arrival. If you desire a higher heat, you will need to turn the temperature up upon arrival. Depending on the temperature outside, it will take between 12 and 24 hours to reach maximum heat of 104 degrees.
6. Do not use hot tub if pregnant.
7. Do not have candles lit anywhere around the Hot Tub, if the wax gets in the jets or on the tub it will do damage and your deposit will be forfeited.
8. Covers **must be left on the Hot Tub at all times when not in use.** This will help keep the heat up and the trash out of the tub.
9. **Tubs go thru (2) automatic cleaning cycles that last for 3 hours each, so when tub is going thru these cycles they will not turn off.**

## NO PETS IN THE CABIN

**UNLESS prior arrangements have been made, no pets** are allowed in The Blue Ridge Lodge. Remember this is someone else's home. Evidence of a pet in our cabin will result in an *additional cleaning charge of \$250.00.*

## NO SMOKING IN THE CABIN.

The Blue Ridge Lodge is a non-smoking cabin, *any* evidence of smoking in the cabin will result in the forfeiture of your entire deposit.

## Fishing Rental

Fishing at the Trout Pond across the road is provided as an amenity. The pond does not belong to The Blue Ridge Lodge. Rowdiness or bad behavior will result in the pond being "off limits" during your stay. **DO NOT** leave trash behind. *Failure to treat this amenity with respect will result in charges against your deposit.* You may fish at the pond only after contacting the owner. The charge is \$10 per person / per day. The limit is 1 trout per person. *You must use barbless hooks* to protect the fish. Make sure you call a couple of hours prior. Phone Dave Cherry at 636-5627 from the cabin. Payment for fishing must be taken care of in advance or with the owner at the time of rental.

Thank you! For choosing The Blue Ridge Lodge. We hope you had a wonderful stay with us...

***Please remember to respect everyone around you...***

Please initial each page, confirming your understanding of our policies \_\_\_\_\_

**ARDLEA, Inc. Cabin Rentals - Credit Card Authorization**

**Harpers Creek Lodge**

**Portion #1 Reservation** All rental customers must sign Portion #1 regarding prior reservation payment.

The undersigned hereby authorized "ARDLEA, Inc." to bill charges relating to the rental of a cabin in the amount of: RATES: 1-8 people \$275 per night. **9-26 people is \$34 per night, per person, plus tax.**

\$ \_\_\_\_\_ Cabin Rental Fee +

\$ \_\_\_\_\_ Tax (10%) +

\$125 Cleaning Fee +

\$ \_\_\_\_\_ Security Deposit

= TOTAL COST \$ \_\_\_\_\_

\$200.00 Security Deposit. It will be refunded in full within one week after your stay or cancellation, if there is no damage to the property or policy violation. Any damage in excess of the security deposit will be billed to the credit card of the person booking the stay. **The security deposit for 10 + people is \$400.00**

20% Deposit: \_\_\_\_\_ (includes security deposit)

80% Balance: \_\_\_\_\_

This is based on \_\_\_\_\_ nights rental from \_\_\_/\_\_\_/200\_\_\_ to \_\_\_/\_\_\_/200\_\_\_. Please sign authorization information below acknowledging this charge on your credit card which has been credited toward your balance. **You understand that all charges will appear on you credit card statement as "ARDLEA, Inc."**

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/200\_\_\_

Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address (for sending directions and key info only): \_\_\_\_\_

**Portion #2 Payment**

1. Credit Card. To charge the cabin rental to your credit card, please sign and fill out the below information. By doing this you are authorizing ARDLEA, Inc Cabin Rentals to bill your credit card for the balance of the rental. Please fax it back to (770) 592-5508 OR mail to: ARDLEA, Inc. , 112 Mirramont Lake Drive, Woodstock, GA 30189. **This charge will appear on your credit card billing statement as "ARDLEA, Inc."**

The undersigned hereby authorizes ARDLEA, Inc. to bill charges relating to the rental of a cabin from (dates) \_\_\_/\_\_\_/200\_\_\_ to \_\_\_/\_\_\_/200\_\_\_, to the following credit card. My signature below signifies that I agree with the terms and conditions of the contract.

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

Print name of the Cardholder as it appears on the credit card:

\_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please write clearly \*\*** This form must be signed and received by ARDLEA, Inc. prior to check in. Please fax form to (770) 592-5508.

**ARDLEA, Inc.**  
**d/b/a Blue Ridge Lodge**

**WAIVER**

The undersigned (Print name):

\_\_\_\_\_

hereby agree(s) to hold ARDLEA Inc., the cabin rental company and the cabin owner(s) harmless against any and all claims, damages or causes of action for damages arising from injury to persons or property, or loss of life sustained in or about the cabin and improvements thereon, or in or on the walkways, porches, decks, patios, stairways or streets in front of or appurtenant thereto by any person or persons whatsoever.

The undersigned further agree(s) that ARDLEA, Inc., the cabin rental company and cabin owners shall not be liable for any personal injuries or damages to any goods, wares or property regardless of how such injuries or damages may be caused, or whether resulting from acts of negligence or by actions of occupants of adjacent properties or from the action of the elements.

The undersigned is/are aware that charges for damages to the cabin or property during the period of the rental will be added to the charge for rental of the cabin, and a detailed statement of any such charges will be mailed to the renter(s). If the repair of damage should cause the loss of future rentals, the undersigned agrees to compensate ARDLEA, Inc. for those losses resulting from extended closure of The Lodge due to damage repair.

The undersigned warrants that he/she/they have received, read and understand the Rental Rules.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

I certify that I have read, agree to, and hereby will abide by all Rental Rules, Check-In, & Check-Out Instructions.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**THIS MUST BE SIGNED AND RETURNED TO ARDLEA, INC.  
PRIOR TO CHECK IN. PLEASE FAX TO (770) 592-5508.**