

# The Loft A Creative Getaway



## POLICY AGREEMENT

### Terms and Conditions:

1. Appoint a Group Coordinator to arrange and book our stay. The Coordinator is Responsible for:
  - Reserving the Loft for your group
  - Handling the money
  - Providing all parties of the group with copies of this policy agreement and any additional info supplied
  - Making sure departure checklist is completed
2. A two night minimum stay is required. Additional night can be arranged at a fee of \$100.00 per night.
3. A maximum of 4 quilters per group or 6 if large creative space is not required.
4. A deposit of \$250.00 is required by check, money order or credit card. A valid credit card number will be required for security purposes. All balances are due 30 days prior to arrival. NSF checks will have a \$25.00 charge on credit card.
5. Reservations needing to be changed more than 90 days prior to arrival date, deposits are 100% refundable. Cancellations between 60 and 90 days prior to arrival date, 50% of deposit is non-refundable. Cancellations between 30 and 60 days prior to arrival, 75% of deposit is non-refundable. Cancellations 30 days or less no deposit refunds are given. In any of the above cases you may choose to have your deposit credited to a future stay to be used not more than 12 months from reservation date.
6. Bad Weather Policy: If there is inclement weather on the day of your scheduled arrival, we can arrange to postpone the date or time previously scheduled.  
Your safety is important!

7. The Loft and its' owners will not be liable for any injury of guests, or any loss, theft or damage to any personal property of guests, the loss of power, utilities or service interruptions.
8. In the event that something gets broken or damaged, please contact us. Should a plumbing or heating repair be needed, contact us IMMEDIATELY. Guests will be responsible for any excessive damages to the property and it's contents. In the event property damage is found, repair costs will be charged to the credit card on file. Please treat our Loft and all of its belongings with care and respect.
9. We reserve the right to expel anyone for inappropriate behaviour without refund.
10. The Loft is pet free and smoke free
11. The Loft is inspected and inventoried before your arrival and after your departure. Any excessive cleaning required upon your departure will be charged to your credit card on file at a rate of \$25.00 per hour.
12. Any comments left in the Guest Book provided may be used in marketing material for Quilting by the River and The Loft - A Creative Getaway.

A policy agreement will be emailed to you upon booking The Loft for your group. A signed copy will then be required along with payment.