

Heritage Park

Event & Retreat Center

CHECK-IN POLICIES

Name _____

Date(s) _____

Arrival Time: _____

Departure Time _____

Please Read and Initial the following:

1. Heritage Park employees are not onsite all day, we are happy to work around your schedule to pick a check-in time, so we ask that you please be considerate and arrive at the time you have chosen. If something comes up, and you will not be able to make your check-in time, please call as soon as possible so we can rearrange our schedules to accommodate you.

Late guests may be charged a fee to be deducted from the security deposit/credit card on file at the following rate: \$50/Hr.

Initial _____

2. Quiet Time is 10:00 p.m. Heritage Park has neighbors, and we ask that you are respectful of them and adhere to this time.

Failure to follow this rule will result in a fee of \$100/Hr.

Initial _____

3. Check-Out Time is Firm. If we can accommodate you for a late check-out, we are happy to arrange it, otherwise, we ask that you are completely checked out by the designated time, as our cleaning crew depends on it to prepare for the next guests.

Late guests may be charged at a rate of \$100/Hr.

Initial _____

4. Decoration Guidelines are created to keep Heritage Park looking nice for everyone, so we ask that you adhere to these rules and clean up all decorations before departure.

Damage/additional clean-up will be billed accordingly

Initial _____