

Please sign and return this agreement by fax or mail, attention Stephen Garretson  
Fax: (575) 829-4589, P.O. Box 91, Jemez Springs, NM 87025

## **JEMEZ SPRINGS RETREAT** **SHORT TERM RENTAL AGREEMENT**

This is an agreement between the undersigned ("you") as an individual, company or the legal entity renting Jemez Springs Retreat located at 1549 Vista Hermosa, Cañon, New Mexico, on a short-term basis and STEPHEN GARRETSON, property owner.

**1. RENTAL FEE PAYMENT TERMS.** The rental fee is due as follows: 50% thirty (30) days prior to arrival; remaining 50% due fourteen (14) days prior to arrival. All advance payment will be applied toward the rent. Please make payments in the form of travelers checks, money order, credit card, or personal checks payable to JEMEZ SPRINGS RETREAT LLC.

**2. CANCELLATIONS.** Thirty (30) days notice is required for cancellation. Cancellations made more than thirty (30) days prior to the arrival date incur no penalty. Cancellations or changes that result in a shortened stay, that are made within thirty (30) days of the arrival date, forfeit the full advance payment and damage/reservation deposit. Cancellation or early departure does not warrant any refund of rent or deposit.

**3. DAMAGE/RESERVATION DEPOSIT.** A damage/reservation deposit of \$400 is required. This must be received within seven (7) days of booking the reservation. The deposit automatically converts to a security/damage deposit upon arrival. The deposit will NOT be applied toward rent; however it is fully refundable within fourteen (14) days of departure, provided the following provisions are met:

- a. No damage is done to the retreat or its contents, beyond normal wear and tear;
- b. No charges are incurred during the stay;
- c. Pets subject to approval.
- d. All debris, rubbish and discards are placed in basement receptacles;
- e. All dishes are to be cleaned;
- f. No linens are lost or damaged.
- g. Return keys to owner or manager.
- h. CHECK IN TIME IS AFTER 3 P.M./CHECKOUT IS 12 P.M.

Any of the above items may be waived as a rental contingency in writing from Owner. All items shall still be applicable for payment of deposit funds. Should damage deposit not be enough to cover damages, you agree to pay for any and all damages and charges incurred.

**4. CLEANING FEE.** A one-time cleaning fee of \$150 is payable with final deposit.

**5. CHECK IN TIME AND TENANCY.** No early check-ins. This agreement does not create a tenancy or residence. You must depart at the appropriate times.

**6. INCLUSIVE FEES.** Rates include a one-time linen/towel set up. Amenity fees are included in the rental rate.

**7. SMOKING IS PROHIBITED indoors.** This is a NON-SMOKING retreat.

**8. MAXIMUM OCCUPANCY.** The maximum number of overnight guests at Jemez Springs Guest House is limited to six (6) persons.

**9. THIS PROPERTY REQUIRES A SEVEN (7) NIGHT MINIMUM STAY, unless otherwise approved in writing by owner.**

**10. NO DAILY MAID SERVICE.** While linens and bath towels are included in the unit, daily maid service is not included in the rental rate.

**11. RATE CHANGES.** Rate subject to change without notice.

**12. FALSIFIED RESERVATIONS.** Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit, and/or rental money, and the party will not be permitted to check-in.

**13. WRITTEN EXCEPTIONS.** Any exceptions to the above- mentioned policies must be approved in writing in advance.

This is the full agreement.

By signing below, You agree to all terms and conditions of this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Arrival Date Requested \_\_\_\_\_

Departure Date Requested \_\_\_\_\_

Number & Relationship to Renter of Occupants \_\_\_\_\_