

BELLEVUE HARBOUR HOUSE
A Property of Boutique Inns of Saugatuck
LEASE AGREEMENT
Property Address: 419 Lake Street, Saugatuck MI 49453

1. Lease Agreement: A Lease Agreement will be entered into by one representative of the reservation party and Belvedere Operations Co., the parent company of Bellevue Harbour house. Agreements and regulations are the responsibility of this individual.
2. Rental Period: During May through October, the house rents on a weekly basis with Check-In on Friday between 3 p.m. - 6 p.m. and Check-Out the following Friday by 10 a.m. Keys should be returned to our office by this time. We must adhere to the Check-Out time to allow us to turn the house over in time for our following occupants. Late Check-Outs will incur a minimum \$100 per hour penalty which will be deducted from the security deposit.
3. Deposit: Once you have made a reservation, you will receive a confirmation via email or fax stating your rental terms and deposit required. A deposit equal to 50% of the entire reservation is required to reserve the house. The deposits is due within 5 days of the date reservation is taken. Sixty days prior to arrival date, the remaining balance and Security Deposit (see next paragraph) are due. If reservation is made within 60 days of arrival, the entire balance is due within 3 days or the day the reservation is made, whichever comes first. If a deposit or balance due is not received within the required date, the reservation will be cancelled immediately and cancellation policy will apply. All deposits and payments are taken in form of check. A \$50 administrative fee will be assessed for any checks returned for NSF.
4. Security Deposit: In addition to the reservation total, a Security Deposit of \$500 is taken. We reserve to deduct any outstanding balance from the Security Deposit including but not limited to damage, excessive cleaning and late Check-Out fees. The Security Deposit less any balance will be refunded within 30 days of date of departure.
5. Cancellation: Please understand that most guests reserving a house such as Bellevue Harbour do so a couple of months in advance. Therefore, when we reserve the house, we hold it for you and can not entertain other inquiries for that rental period. Should you need to cancel your reservation, please do so 180 days prior to your arrival date. There is a 30% cancellation fee deducted from the deposit. Cancellations within 180 days forfeit all monies paid. Cancellation policy applies to modification in reservation dates. We understand from time to time, unforeseen situations occur. However, we must strictly adhere to our cancellation policy and ask that you familiarize yourself with our cancellation policy. We would also recommend considering travel insurance.
6. Check-In: The guest entering into the Lease Agreement is asked to Check-In at The Belvedere Inn. Keys and a welcome kit will be provided at this time. Please be sure to arrive between 3 p.m. - 6 p.m. the day of scheduled arrival. If this is not possible, please notify us at least a day prior and we can make necessary arrangements.
7. Check-Out: For each Check-In, the house is cleaned and stocked with the ordered amenities. Basic cleaning supplies are also provided. We ask that the house is maintained in a reasonable manner while occupying the house and vacating the house. Garbage should be disposed of in the provided receptacle. Excessive cleaning required will incur further charges. Check-Out is considered to be completed when all keys are returned to the office at The Belvedere Inn.
8. Occupancy: Our house accommodates 8 individuals, unless noted below, regardless of age and our rates are based on this count. We ask that you respect this. Should the number of tenants go above this, immediate eviction is possible with no refund. To also respect our neighbors, we ask that only registered guests of the house are on property. i.e. Hosting of group parties and/or gatherings other than registered guests is not permitted.
9. Parking: The house has 3 parking spots. All vehicles must register their license plates on the lease provided. To ensure everyone's safety, water vehicles must be approved first. No trailers, campers or mobile homes.
10. Smoking: Smoking is not permitted inside the house. Guest are welcome to smoke outdoors. We ask that you dispose of your cigarette ends appropriately. Grills are only permitted outside on ground level, not on balcony.
11. Pets: No pets of any sort are permitted inside the house or on the premise outdoors.
12. Telephone: There is no land phone in the house. As part of our Lease Agreement, guest must agree that there is at least one operable cell phone within the reservation party and the number be provided to us.
13. Right of Access: We reserve the right to enter the property at anytime for inspection, maintenance or as we deem necessary. Every effort will be made as to not inconvenience or disrupt your stay. Housekeeping, if ordered, is between 11am-1pm.
14. Assign Ability: We reserve the right to assign this Lease Agreement to another individual or entity in which case we will be removed as a binding party. Should Bellevue Harbour house become unavailable for said rental period, we will assist in locating a suitable property through local rental companies or fully refund any deposits and payments made.
15. Indemnification Waiver: Guests agree to hold harmless and indemnify proprietors of injuries, damages, losses and expense resulting from guest use of the property. Prices and amenities are subject to change. We will do our best to notify you at time of reservation if so.
16. Binding Effect: This Lease Agreement shall be binding upon the undersigned, their agents and representatives. Any changes in this Lease Agreement must be in writing, signed and dated by all parties and a copy thereof attached. Belvedere Operations Co. also reserves the right to assign this Lease Agreement to another individual or entity in which case Belvedere Operations Co. will be removed as a binding party.

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RESERVATION DETAIL
Property Address: 419 Lake Street, Saugatuck MI 49453
for

Directions: Please review your reservation details below. If any changes are needed, please cross out the original detail, make the desired change and initial. Be sure to sign the lease below.

Reserved On	Nights	No. of adults	
Arrival Date	Departure Date	No. of children	
Rate (Total)	Single Crown	Double Crown	Triple Crown
	\$3,900	\$4,500	\$5,000
Taxes (6% Sales, 2% Bedding)		Breakfast, Dinner Allowance	Double Crown + Daily housekeeping Service
Total			
Deposit Amount	==> Due by	<i>5 days from Reserved On date</i>	
\$500 Sec. Dep.	\$500.00		
Balance	==> Due by	<i>60 days prior to Arrival Date</i>	

Please make checks payable to The Belvedere Inn.

Total Guests _____ Occupancy is limited to 8 guests, regardless of age. Please see item 8 on lease agreement.

Guest 1	Guest 5
_____	_____
Guest 2	Guest 6
_____	_____
Guest 3	Guest 7
_____	_____
Guest 4	Guest 8
_____	_____

No. of Cars _____ Parking is limited to 3 cars. This information can be provided on the day of arrival.

Make/Model	License Plate #
_____	_____
Make/Model	License Plate #
_____	_____
Make/Model	License Plate #
_____	_____

By signing below, I acknowledge that I am the Representative of the reservation party and agree to abide to the regulations and policies as stated in the Lease Agreement and Reservation Detail. Furthermore, I agree to be held liable for any damages and/or incidentals and such costs can be recovered from the security deposit. Should the security deposit not cover the costs, I agree to pay the balance within 14 days of written notification.

Signature	Date
_____	_____
Name (Printed)	Address
_____	_____
Phone	City
_____	_____
Phone (Cell)	State
_____	_____
Lease E-mailed to:	Zip Code
_____	_____
Lease faxed to:	

Please mail the completed Lease Agreement, Reservation Detail and payment to the address below. Questions or suggestions, please call or contact us via email.