



905 Mission Road & 114 W. Tacoma Avenue  
Latrobe, PA 15650

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

*This form must be filled out for each stay even if you have visited with us before.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Number you can be reached at during your stay \_\_\_\_\_

Email \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

No. of nights \_\_\_\_\_ Dates renting – Arrive \_\_\_\_\_ Depart \_\_\_\_\_

What house are you booking \_\_\_\_\_ Mission Road \_\_\_\_\_ Tacoma Avenue \_\_\_\_\_

Number of guests: \_\_\_\_\_ Additional beds and linens set up \_\_\_\_\_ How many \_\_\_\_\_

*(note: this request incurs a charge of \$10 per item per night).*

There will be a \$75 cleaning fee added for hosting a celebration on the property. Planning a celebration? \_\_\_\_\_

Any other items we need to be aware of to make your stay more comfortable \_\_\_\_\_

**Once your information is received you will get an invoice with your total due for your reservation.**

An advance payment equal to 50% of the total amount due is required at the time of reservation. The BALANCE is due thirty (30) before your arrival date. We accept MasterCard, Visa or personal check - made out to Stay Inn Latrobe

How do you plan to pay? Check \_\_\_\_\_ Credit card \_\_\_\_\_

**Please call with Credit Card information.** *Note: We will assess a 4% fee on credit card charges*

We do not require a security deposit. However, guest agrees to compensate us for any excessive cleaning or missing items. Any damages beyond normal wear and tear are the sole responsibility of the guest. **A credit card will be required to guarantee against damages.**

I have read the *rental rules* and agree to their terms \_\_\_\_\_

Please feel free to contact me at any time with any questions.

Thank you!

Beth Ridge

Please mail or email the above information to below address:

Stay Inn Latrobe LLC  
905 Mission Road  
Latrobe, PA 15650  
Or call: 412-601-0706

[stayinnlatrobe@comcast.net](mailto:stayinnlatrobe@comcast.net)

\*We reserve the right to have rate changes at any given time. Please note that if we receive your deposit you are locked into the amount at the time of booking.