



905 Mission Road
Latrobe, PA 15650

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 _____

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

*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.



Rental Rules

This contract must be signed and returned at the time of booking.

ADDRESS: 905 Mission Road, Latrobe, PA 15650 Phone: 412-601-0706 web: www.stayinnlatrobe.com email: stayinnlatrobe@comcast.net

CHECK-IN TIME is AFTER 3 P.M. EST AND CHECKOUT is 11 A.M. EST. NO Early Check-in or late checkout. Additional charges will apply if property is needed beyond specified time slots.

This is a NON SMOKING unit.

No PETS allowed

RESERVATION/ DAMAGE DEPOSIT - We do not reserve space by verbal or email inquiries. A credit card hold must be placed at the time of booking to insure booking date and then the reservation deposit of HALF OF RENTAL FEE is required within five (5) days of booking the reservation. We accept MasterCard, Visa (additional charges apply) and personal checks (made out to Stay Inn Latrobe). We will not collect a formal damage deposit but will require a credit card number to secure that no damage is done to unit or its contents beyond normal wear and tear. See below for outline required to ensure no additional charges.

- No charges are incurred due to contraband, pets or collection of rents or services rendered during the stay.
- All debris, rubbish and discards are placed in outside trash can, and soiled dishes are placed in the dishwasher and cleaned.
- All keys are left on the kitchen desk and unit is left locked. There is a \$25 per key fee for any lost keys.
- All charges accrued during the stay are paid prior to departure.
- No linens or household items are lost or damaged.
- No excessive cleaning is necessary after visit.
- NO early check-in or late checkout without prior arrangement.
- The renter is not evicted by the owner (or representative of the owner), or the local law enforcement.

PAYMENT – The BALANCE OF THE RENTAL rate is required 30 days before arrival. Please make payments via credit card or personal checks payable to Stay Inn Latrobe. Applicable 6% sales tax, and 5% Hotel tax will be added to rental rate. There will be an additional charge added to invoices that are paid by credit card (inquire about charges)

HOSTING A CELEBRATION DURING YOUR STAY – You MUST inform us if you plan to host a celebration during your stay.

There will be a \$75 cleaning fee added if you plan to host a celebration on the property.

CANCELLATIONS – Cancellations that are made more than sixty (60) days prior to the arrival date will incur no penalty. Cancellations or changes that result in a loss of rental of the property will forfeit the full reservation deposit. Cancellation or early departure does not warrant any refund of rent. There will be \$25 charge applied to any cancellation that has been placed on a credit card regardless of what amount has been placed on deposit.

MAXIMUM OCCUPANCY – While there is no maximum number of guests, **there is a charge to have any additional beds or cots set up or additional towels added.** Arrangements currently accommodate up to 12 people (5 double occupant beds and daybed and trundle). Please notify us the time of booking if you will need additional items such as linens for couch pull outs or rollaway cots. There will not be linens provided for additional beds if not requested in advance. We ask that you do not use pull outs or roll away beds without proper linens in place.

MINIMUM STAY – This property requires a two night minimum stay throughout the year

INCLUSIVE FEES – Rates include a one-time linen & towel setup.

NO DAILY HOUSEKEEPING SERVICE – While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. However, cleaning service available at an additional rate. We do not permit towels or linens to be taken from the units.

RATE CHANGES – Rates subject to change without notice. Once you have submitted a deposit that will lock in rates at time of booking.

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.

PARKING – DO NOT LET YOUR VISITORS PARK ON THE STREET OR NEIGHBORING PROPERTY. Vehicles are to be parked in designated parking areas. Grass beside driveway is acceptable.

UNATTENDED CHILDREN – There are to be no children under the age of 16 left unattended by an adult during your visit at any time.

FIREPLACE – The fireplace is operated by gas logs and is only to be used during the fall and winter seasons. Please follow directions to light gas logs during the season.

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

While we are aware that incidents can happen without cause, we appreciate you notifying us so that we can make any repairs or corrections for the remainder of your visit and for the next guest.

I have read the above rules and hereby commit to abiding by them during my visit at Stay Inn Latrobe. I understand that any additional charges incurred during my stay will be charged to the credit card number given at the time of reservation.

After reading the above rules you must either sign on the booking information page that you agree or email a written explanation that you agree to the rules.