

QITV Lakeside Resort Venue Policies

1. Rental fees are \$450 to \$500 per night for up to eight persons.
2. Stays involving Sunday through Wednesday require a two-night stay. Stays involving a Thursday, Friday or Saturday require a 3-night stay.
3. We require a \$250 deposit to secure your reservation. Reservations are made online at www.quiltinginthevalley.com. This deposit is made at the time you book your reservation.
4. Please designate one individual from your group to be the liaison between your group and Quilting in the Valley. This person will be responsible for all communications and payments between your group and QITV personnel. Unless noted otherwise, we will assume the person making the reservation is your designated liaison.
5. **An additional \$125 cleaning fee will be charged at CHECK-IN.** Charges for additional cleaning/damages or missing items will be at the discretion of Quilting in the Valley, LLC.
6. **Cancellations:** Cancellations must be made by phone (815) 410-5068 or by email: LakesideRetreat@quiltinginthevalley.com.
 - a. Deposits are fully refundable if cancellation is made 60 days in advance of your arrival.
 - b. If your cancellation is made less than 60 days and more than 30 days prior to arrival, we will refund your deposit if your time frame can be booked by another party or if you transfer your reservation to another available date.
 - c. Cancellations less than 30 days before arrival forfeit the deposit.
7. Final balances will be due 14 days before arrival. You will receive an email invoice approximately three weeks before check-in. After final payment is made, any refund due to cancellation would be issued at the sole discretion of Quilting in the Valley, LLC.
8. All reservations are subject to a 5.5% Wisconsin State Tax and an 8% Manitowoc City Tax.
9. Each guest is required to fill out a liability waiver upon check-in.
10. Please report any damage, broken items, or items in need of repair immediately during your stay.
11. QITV Lakeside Resort Venue is a smoke-free facility, as is the shared common spaces including the lobby, rooftop patio, and second floor common areas. If it is determined that smoking has taken place in any of these spaces by our guests, it will automatically constitute as damage to property and your security deposit will be forfeited. You will be billed for additional cleaning charges if necessary.
12. Animals of any kind are not allowed in the retreat venue or common areas of the building.
13. QITV Lakeside Retreat Venue is an adult-only retreat venue. Guests must be 18 years of age or older. No additional guests or "day-campers" are allowed other than the 8 guests listed on the rental agreement.
14. Please respect our venue as you would your home by leaving it clean and tidy upon your departure:
 - a. Please load and run the dishwasher with any dirty dishes and utensils
 - b. Please place used linens in the Laundry Room.
 - c. Please discard all trash in the trash can.
 - d. Please sweep the kitchen and sewing areas.

15. A washer and dryer are provided for your personal use. Please do not use the guest laundry to prewash fabric, fleece, flannel or batting or to dye fabric in the washer.
16. QITV is not responsible for lost or stolen items. Please check for all your belongings before you leave. If you discover that you've left an item behind, please contact QITV at (XXX) XXX-XXXX. If we find the item, we will return it to you as soon as possible. Shipping charges will be the responsibility of the property owner.
17. The use of spray adhesives in the venue, common areas or rooftop patio is strictly prohibited. Leave your spray adhesives at home, please!
18. Do not pin or tape anything to the walls.

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