

Cedar Haven Lodge Contract (2017-18)

Physical Address: 234909 E. County Road 44, Waynoka, Oklahoma 73860

Mailing Address: GMO, 101 South Tennessee Ave, Cherokee, OK 73728

E-Mail: glossmtn@aol.com

580-884-1305

I, _____, have read and understand the rental fees, reservation and cancellation policies, security deposit authorization, check in review, and policies of Cedar Haven Lodge. I have also read and understand the Agritourism Liability Law as it applies to an agritourism business (located on Page 9) There are 11 pages that comprise this contract. Pages 1 – 10 are for all guests, Page 10 is the signature page for responsible parties and Pages 11-13 are for wedding parties only.

I accept the responsibility of informing all persons in my party of the information and caution in the above documents and ensuring that they are compliant.

I agree to allow any charges incurred for damage , misuse, or cleaning or otherwise to be charged to my credit card. ***See Policies.***

I understand that any defacing or damage to the property may result in legal action in addition to financial reimbursement for the actual cost to repair damages. ***See Policies.***

No alcoholic beverages, firearms, knives, weapons of any kind are allowed in the lodge or on the premises ***without prior approval. See Policies.***

Fireworks are never allowed.

Reservation Policy

Reservations made 0 – 60 days prior to check-in are to pay the full amount due at the time the reservation is made.

Reservations made 61 days or more prior to check-in require a 50% deposit of the total amount due to confirm the reservation. The remaining balance is due two weeks prior to check-in.

Payment plans are available on a case by case basis, but 50% of the total amount due must be paid 60 days prior to check – in.

Any additional services requested must be paid for in full at the time they are requested or when quote is complete.

Cancellation Policy

If the reservation is cancelled 60 days or more prior to the check-in date a 15% administrative fee of the total amount due is retained and the balance refunded.

If the reservation is cancelled 21 – 59 days prior to the check-in date a 30% administrative fee of the total amount due is retained and the balance refunded.

If the reservation is cancelled 7 - 20 days prior to the check-in date a 50% administrative fee of the total amount due is retained and the balance refunded.

If the reservation is cancelled 3 - 6 days prior to the check-in date a 60% administrative fee of the total amount due is retained and the balance refunded.

If the reservation is cancelled 0 - 2 days prior to the check-in date there is no refund.

No refunds on fees for additional services.

Security Deposit Authorization:

Cardholder Name: _____

Credit Card #: _____ CCV: _____ Exp. Date: _____

Type of Card: _____ Billing Zip Code: _____

By providing my credit card information I am authorizing Cedar Haven Lodge to process the above credit card for full payment of reservation fees, damages and any other fees incurred due to policies not adhered to in association with renting Cedar Haven Lodge and premises.

Signature of Cardholder Date: _____

Address City State Zip Code

Reservation Fees

- _____ Wedding Weekend (or any 3 consecutive days) Package \$3500.00
Includes round tables and garden chairs for 175 guests, Includes 3 site visits including check-in.
Check-out 5:00 p.m. on Day 3
- _____ Wedding Day Package (Six hour block of time) \$1500.00
Includes 2 site visits including check-in.
- _____ Wedding Day and Rehearsal Evening \$2250.00 (does not include an overnight stay)
Includes round tables and garden chairs for 175 guests, Includes 2 site visits including check-in.
Check-Out 10:00 p.m.
- _____ Wedding Day and Rehearsal Evening with an Overnight Stay \$2500.00
Includes round tables and garden chairs for 175 guests, Includes 2 site visits including check-in.
Check-Out 10:00 p.m.
- _____ Spur of the Moment Wedding Package – fee determined by services chosen
- _____ Complete Lodge \$450/night – 2 night minimum
- _____ Basement Only/night \$150.00 – 2 night minimum
- _____ Main Floor and Loft Only/night \$300 – 2 night minimum
- _____ Custom Package – Call for Pricing
- _____ Cedar Haven Lodge Rentals Total (from page 12)
- _____ Design Services
- _____ Early Check-In or Late Check-Out \$125/hour
- _____ Alcohol Use Deposit \$500
- _____ Pet Deposit (\$50/pet)(non-refundable) *See Policies*
- _____ Total Additional Vendor Services
- _____ 10% discount if pay by cash, money order or check(1 week prior to check-in)

Grand Total All Services: \$_____

Additional Vendor Services

We contact the vendor for you. We are responsible for correspondence, delivery and payment to the vendor. Guests will be given a custom quote for each additional service. Additional services must be paid in full at the time requested or when quote is complete.*Does Not Include Spur of the Moment Wedding Package.

Linens: # _____ @ \$ _____ each = \$ _____

Flowers: \$ _____

Cake: \$ _____

Catering: # _____ @ \$ _____ each = \$ _____

Clay Shooting: \$500 Includes operator, guns, 500 rounds of ammo, setup and tear down

Other: _____

TOTAL Additional Vendor Services:\$ _____

Check In Date:		Check Out Date:		
Total Due:		+ Alcohol Deposit (if applicable)		
50% due 60 days before: _____		(date)		
100% due 2 weeks before: _____		(date)		
Total Balance from Page 3:				
Payment Date	Payment Method	Payment Amount	Balance	

Decorating Policy

The wood in Cedar Haven Lodge is beautiful, but requires extra care

Do use raffia, twine or other non-abrasive, non- sticky products to secure decorations.

Don't Use tape, staples, nails, duct tape etc. on any surface of the cabin inside or outside.

Don't hang trash bags or any item with weight from door handles or cabinet knobs.

Our staff will move large pieces of furniture for you. Some pieces are not able to be moved.

If moving chairs or other small pieces pick them up – don't push or scoot.

Use of Fire Policy

- **Ask in advance, so we can show you the location of fire rings, firewood, etc.**
- **No Fire if a burn ban has been issued or relative humidity is below 50%.**
- **No Fire if wind speeds exceed 10 mph.**
- **Outdoor Fires are permitted in established fire rings only.**
- **Wood Stove – Ask for instructions.**

Cleaning Policy

We can provide cleaning and housekeeping services for an additional charge at the rate of \$25/hour. If you don't choose this option you will need to do the following:

- Sack all trash in the bags provided for you – leave in the utility room or outdoor receptacles
- Floors swept
- Dishes and utensils cleaned and put up
- Appliances clean
- Leftover food properly disposed of (there is no garbage disposal)
- Bedding and towels removed and placed in utility room
- Carpet stains removed
- Outside trash picked up and bagged
- All animal waste disposed of properly (horse, dog, cat, other)
- All cleaning supplies are supplied for you as we prefer biodegradable products!

Damage Policy

Cedar Haven Lodge is a custom log home. We ask that you treat the lodge with the utmost respect and care.

Damages may be assessed:

- For defacing or damage or loss to the lodge
- For damage or loss to any of the equipment and furnishings
- Policies set forth in this agreement that were not adhered to.
- Damage to land or grass
- Damage to wildlife or livestock
- Damage (staining or breakage or removal) to household and/or rental items.
- Any other damage
- Damage fees will be assessed and charged to the credit card on file.
- Fees will be the actual cost of the repair or replacement.
- Legal action may be taken in addition to financial reimbursement

Examples of Damage (not inclusive)

Water System:

You must NOT leave running water unattended - in the house or at any of the outdoor hydrants!

Driving on the Roads:

The cistern and septic tank are underground if you stay on the roads they will not be damaged. Driving over them can cause them to cave in. The cost to replace a septic tank or cistern is up to five thousand dollars.

Damage to Lodge:

Damage from tape or staples

Deep scratches, chips, etc.

Water rings

Damage to paint, walls, doors

Damage due to fire, firearms, other weapons, fireworks

Linens damaged – if only one sheet is damaged, the entire set must be replaced, therefore the fee would be for a complete set

Improper disposal of waste

Food: There is no garbage disposal. Food waste must be placed in an outdoor waste receptacle.

All Feminine products must be disposed of in a waste receptacle.

Damage to Land: Trash not in a waste receptacle

Driving off of roads damages the grass

Using non-biodegradable products

Cigarette butts not in a waste receptacle

Broken Glass/Other Debris

Alcohol Policy

*Alcohol on the premises is not allowed without prior approval.

* If approved a \$500 deposit is required. This is fully refundable if there is no damage.

*No glass bottles

*No kegs

*We do not provide alcoholic beverages or bartending services

*No underage drinking

*No excessive Drinking

*All responsibility for alcoholic beverage consumption rests with person(s) signing this contract

*Alcoholic consumption is discouraged due to the country roads that must be travelled

*Designated drivers are the responsibility of the person(s) signing this contract.

Pet Policy

- *Indoor pets require a \$50 deposit/pet. This is non-refundable.
- *When guests are not with the pet, the pet must be kenneled.
- *Guests are responsible for removing any pet hair from furniture.
- *Any damage (scratches/tears on doors, furniture, floors, urine stains, etc.) will result in a damage fee equal to the cost of repairing the damage.
Ex. Our wood doors cost \$400 + tax and shipping in 2008. The cost to repair a door would also include the carpenters time and fuel costs.
- *Guests are responsible for cleaning up any outside pet waste and disposing of it in a proper bag in the outdoor waste receptacle.

Firearms and Other Weapons Policy

- *Shooting clays is allowed in the designated area only.
- *Target shooting is allowed in the designated area only.
- *Bow Shooting, Knife throwing is allowed in the designated area only.
- *Guests are not allowed to have firearms or weapons in Cedar Haven Lodge.
- *All firearms and weapons are to be secure to prevent any unauthorized person to have access.
- *No hunting of wildlife is allowed.

Fireworks Policy

- *Fireworks are never allowed.

Preparing for your stay at Cedar Haven Lodge

- Bring appropriate clothing for the season and appropriate boots/shoes for outdoor use.
- Bring sunscreen and insect repellent.
- If you require medications or asthma inhalers of any kind bring them.
- Cedar Haven Lodge is fully equipped with linens, bedding, towels and the kitchen is fully equipped for 16.
- There is cell phone service but no land line.
- Internet service: Wireless router available at n/c (need to request)
- You will be best served to purchase gas, groceries and supplies on your way to the lodge. The refrigerator has an ice maker, but if you plan on using a lot of ice you will want to bring bags of ice. There is a freezer for your use.
- **We can purchase your groceries and supplies for you.
- There is a \$15/hour service fee plus the actual cost of the items
- Do not use map quest or google for directions they will direct you to the wrong place! Directions are on our web site.
- The roads on Newton Ranch are rugged. Some can be accessed with a 4 wheel drive vehicle only.
- Bring your own fishing poles/bait and fishing license.
- Read the Do's and Don'ts and Our Policies and inform your guests.
- Know the Risks of the Great Outdoors
Outdoor activities in a ranch environment are potentially hazardous
The owners and operators of this facility have no control over natural hazards or the conduct of others
Hazards include but *are not limited to* falling rock, falling trees, wildlife, livestock and other animals, trail erosion, holes, soft soil, and trespassers.

Do's

Do pick up any furniture, chair, etc. to move it. Do not drag. Thanks

Do use our biodegradable shampoo, conditioner, body wash, dish soap, laundry soap, etc. If you choose to bring your own we require it to be biodegradable.

Do use the water responsibly. **If you turn on a faucet and there is no water - call us!!!**

Do use coasters to put your drinks on. This will prevent water rings and keep our beautiful wood undamaged.

Do use care when opening doors. They have door stops and if the wind catches the door or the door is pushed too hard the wood trim is damaged.

Do put food scraps in a throw away container and put in the trash cans. If you can pick it up with your fingers it is too large to go into the septic tank. Especially do not discard greasy product in the sink. There is no garbage disposal.

Do keep all vehicle traffic on the rock roads. When parking your vehicle park to the side of the road so other vehicles have room to pass.

Do enjoy a campfire, but in the fire rings only. If there is a burn ban or wind in excess of 10 mph fires are not allowed.

Do put your cigarette butts in the provided receptacles.

Do enjoy the use of the electric truck to transport guests. But don't use it outside of the immediate cabin area.

Do use the poly tables for craft, sewing or other projects. The supplies used for These and similar activities scratches the wood finish on our fine furniture!

Don't Use tape, staples, nails, duct tape etc. on any surface of the cabin inside or outside.

Don't drag furniture, suitcases, anything across wood surfaces.

Including Tables, Bar Stools, Benches!

Don't wear shoes with rocks imbedded in the soles or sand dune shoes inside the lodge

Don't wear shoes with spikes of any kind in Cedar Haven Lodge.

Don't hang trash bags or any item with weight from door handles or cabinet knobs.

Don't drive on the grass around the lodge. This will prevent damage to the underground cistern and septic tank.

The cistern is located by the outside water hydrant and is marked with reflectors.

The septic tank is directly in front of the porch on the basement level.

Don't "Walk on the Rock" on the retaining walls, the rock terraces, or the old barn foundation.

Don't approach any of the cattle or wildlife on the premises.

The wildlife is for your visual enjoyment. Please do not throw rocks at them, feed them, chase them, catch them, bite them – they might do the same to you! Just watch them! You may see the following:

Lizards, Turkeys, Snakes, Porcupines, Beaver, Raccoons, Squirrels, Birds (Quail, Geese, Herons and more), Deer, Bobcats, Mountain Lions, Wild Pigs

Cedar Haven Lodge is an Agritourism Business and is protected by the Oklahoma Agritourism Liability Act. A summary for your information is as follows:

WARNING

Under Oklahoma law there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity.

Inherent risks of agritourism activities includes, among others, risks of injury inherent to land, equipment, and animals as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.(2.0.S. 5-16)

Signature Page

I (We) acknowledge that we have read and understand the contract and policies contained herein.
I(We) agree to inform all persons in our party of the policies contained herein.
I(We) acknowledge and assume all risks attributable to a ranch environment/country stay.
I (We) agree to hold them and their successors harmless from any liability for any claims or causes of action that may arise for damages to me, to any person for whom I am a legal guardian/parent or to my property, including but not limited to attorney fees and costs incurred in the defense thereof, by virtue of my/our participation in activities conducted by Gloss Mountain Outfitters, LLC, at Cedar Haven Lodge and the Newton Ranch, Major County. I agree to hold harmless the entities Gloss Mountain Properties, LLC, and Newton Ranch, LLC.

Signature	Printed Name	Date
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Signature	Printed Name	Date
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Check-In Review

(Please make sure your guests are aware of Policies, Hazards, Do's and Don'ts)

Party Name: _____ Date: _____

Names of persons attending check-in review:

-
- Key Code: _____#
 - Front Gate to remain dummy locked
 - Emergency contact information
 - Thermostat
 - First Aid Kit
 - Fire Extinguishers
 - Exit Signs
 - Cleaning Products
 - Waste Receptacles Cans
 - Paper Towels, Toilet Paper, Trash Bags
 - Trash Pit
 - Outhouse
 - Manure Spreader

Cedar Haven Lodge
Pre-Wedding Checklist

Ceremony Date: _____ Ceremony Time: _____

Key Code for door entry: _____ #

Brides Name and Tel. #: _____

Grooms Name and Tel. #: _____

Ceremony Location:

_____ In Front of the Cabin _____ In the Old Barn Foundation _____ In front of Rock

Other _____

Furniture Placement: To have furniture moved check below. We will move it for you.

Main Floor:

_____ Sofa _____ Loveseat _____ Coffee table _____ Bar Stools _____ Benches*

Kitchen table cannot be moved

*** the benches can be used for outdoor seating – request this in the comments section below

Basement:

_____ Coffee table _____ 4 barrel chairs _____ 2 red chairs _____ Rocking Chair _____

_____ 4 rolling chairs Round table, Futon and Flour bin cannot be moved

Available at No Additional Charge – Check if needed:

_____ 1 round card table

_____ 1 round card table

_____ 8 card table chairs Qty needed _____

_____ 6 RV hookups Qty needed _____

_____ Primitive campsites

Comments/Special Needs: _____

Cedar Haven Lodge Rentals

	# available	# needed	Cost/item	Total Cost	Comments
Log Arbor	1		\$25.00		
Directional Signs	23		\$5.00		
Wagon Wheels	2		\$3.00		
Shepherds Hooks	12		\$1.00		
Bales of Straw or Hay	300		\$1.00 you place and remove		
			\$3.00 we place and remove		
2 X 6 rectangular table	4		\$5.00 each		
60" Round Table	20		\$10.00 each		included Some Pkgs.
Decorative Quilts	6		\$5.00 each		
Tooled Leather Table Covering	6		\$2.00 each		
Cream Table Covering	4		\$2.00 each		
Fall Colors Table Covering	2		\$2.00 each		
Striped Quilt	10		\$5.00 each		
Rocking Chairs	6		\$4.00 each		
White Garden Chair	175		\$3.00 each		included Some Pkgs.
Folding Chairs w/Black chair cover	15		\$3.00 each		
Ver-Terra Disposable Dinnerware	Will order your qty needed To be Purchased		\$1.90/place setting		9" plate, 6" plaste Knife, Fork, Spoon
Lanterns Red and Pewter	6		.50 each		
Pails w/sand	12		.50 each		
1 Place setting china and flatware – Eclectic mix	80		\$3.00 each		
Clear Glass Pitchers, Vases, Serving Pieces	12		\$3.00 each		
Lace Doiles – various sizes	12		All \$10.00		
White Lights on Main Level Porch Railing			n/c		You Place and Remove
White Lights on Lower Level			n/c		

Porch Posts					
Golf Cart	1		\$50.00		
Cedar Platters	3		\$5.00		
Cedar Chalkboard & Easel	1		\$10.00		
6 ft. Log Slabs for Seating/Serving	10		\$10.00 each		
Cedar Log (17" High) Aisle Marker	12		\$3.00 each		
Barrels	4		n/c		
Total – insert on pg. 3				\$	

Cedar Haven Lodge Design Services

	Fee	Quantity	Total Cost	Comments
Consultation/hour	\$35.00			3 visits included in package cost
4 hours On-Site Active	\$175.00			Ex. Setting up ceremony, Putting up lights
Design (making bows, etc.)	\$15.00/hour			
Total – insert on pg. 3				

Photography Release Form

I hereby authorize Gloss Mountain Outfitters, LLC, aka Cedar Haven Lodge or Newton Ranch hereafter referred to as "Company," to publish photographs taken of me, my event, and my name and likeness, for use in the Company's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Company from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Company, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____