

Rental Confirmation Cover Letter
Caneel Trailside Cottage
www.caneeltrailside.com

Owners: Martha Farmer and Steven Carhart
(978) 526-7806
info@caneeltrailside.com

Dear [REDACTED]:

Date:

Thank you for making Caneel Trailside Cottage a part of your vacation on St. John, USVI. Payment terms are 50% due immediately and 50% due 60 days prior to your arrival. Payment is due via personal check made out to Caneel Trailside Cottage. We ask that the initial payment and this signed rental agreement be sent express or overnight mail to:

Martha Farmer
12 Bridge St.
Manchester-by-the-Sea, MA 01944

We have placed Caneel Trailside Cottage on 'Hold' for you, but we will need to update that hold within 48 hours in order to keep it. Please tell us how you've sent the monies and give us a tracking # before the hold expires. Please review and sign both pages of the attached CONFIRMATION, and mail the signed confirmation to our office with your deposit check.

If you want the added peace of mind of travel insurance, CSA Travel Protection is popular with our clients: 1-800-348-9505 or www.tripinsure.com

For your arrival, our on-island manager will contact you approximately one week before your check-in date and arrange for you to be greeted upon arrival at the St. John ferry dock. He will provide you with detailed contact information should any problems or issues arise during your stay. In the event that you have any changes or delays in your flight number or arrival time, please call us right away!

Manager: John McCann
340-998-0423
info@caneeltrailside.com

The telephone # at Caneel Trailside Cottage will be provided upon your arrival. Feel free to give this phone # to friends and family that may want to reach you during your stay. We also recommend that you bring a cell phone with you if you have one, as Island telecommunications are not perfect.

Before you know it, you'll be on your way to beautiful St. John!!

Martha

Caneel Trailside Cottage -- CONFIRMATION - Page 1 of 2

Guest Name: _____ Number of adults: _____ Number of children: _____
 Home Phone: _____ Cell Phone: _____ Office: _____
 Address: _____ Email: _____

ARRIVAL	DEPARTURE	DATE of BOOKING
Date: _____	Date: _____	

Prorated Subtotal for _____ nights \$ _____
 8% USVI Lodging Tax _____ plus \$ _____
 Refundable damage deposit _____ plus \$ 500
Total _____ = \$ _____ (includes a refundable \$500 damage and telephone deposit)

Please review Payment/Cancellation Policy and Liability Release on page 2 of this contract, sign where indicated, and include the original with your check for either the deposit or full payment. Caneel Trailside is a non-smoking property.

Please provide the following information as soon as possible:

Arrival Airline: _____ Flight #: _____ Arrival Time on St. Thomas: _____
 Departure Airline: _____ Flight #: _____ Departure Time from St. Thomas: _____
 Car Rental Company: _____ Type of Vehicle: _____

By signing below and on page 2, I agree and understand this is a contract in accord with terms herein:

Guest / Signature _____ **Date:** _____

Caneel Trailside Cottage -- CONFIRMATION - Page 2 of 2

Guest Name:
Check-in Date:

Payment/Cancellation Policy and Liability Release *“Guest” is hereinafter defined as the signer and any spouse, child, invitees, personal representatives, heirs, executors, administrators, agents or assigns. Guest agrees to the terms of this policy by act/submission of their initial deposit for the property.*

Total booking charges (less any taxes) are non-refundable unless the property owner is able to re-rent the amenities reserved. If the property is re-rented, 20% of the deposit will be kept as a service fee to cover our costs. Guests are encouraged to purchase travelers’ insurance, especially when traveling during hurricane season, July-November. Our wonderful location puts us at high risk of hurricane strikes. In the event of a hurricane, the property owner is not responsible for airline changes, cancellations, fees or the cost of alternate accommodations, and no refunds/adjustments can be offered.

If the house becomes unavailable due to irreparable damage by an act of God, the Property owner will make every effort to re-reserve a similar property. If similar accommodations cannot be found, a refund will be issued.

This villa is to be used by the maximum number of Guests listed on this contract only. Any villa function such as a dinner party, wedding, reception, etc. must have express written consent and Guest must pay the function fee (up to \$3000) plus an additional security deposit. Guest will pay fines and/or penalties resulting from non-compliance. All caterers or others hired by guest / renters to work in or at the villa must be pre-approved and be fully licensed and insured.

Guests are advised that lost or stolen personal items are not the responsibility of the Owner. Guest will have a set of keys and will be solely responsible for locking the home and safekeeping personal items during their visit. Any damage to the villa or its contents caused through Guest actions or negligence during the occupancy period are the responsibility of the Guest. Guest shall reimburse Owner for all damages/costs above the amount of the security deposit. Guest shall hold the Owner harmless from all claims or causes of actions arising from the rental and occupation of the residence. Participation in any activity while at this villa is voluntary and performed at Guest risk. Guest agrees to release, discharge and hold harmless the Owner from any and all liability, loss, damages, costs and expenses (including attorney’s fees), claims, suits and demands arising from any accident, injury, loss (personal or physical) or damage whatsoever, during Guest stay at this villa. Guest agrees to waive any right to bring a legal action arising out of or relating to participation by Guest in any activities or use of the equipment, facilities or any services provided. This waiver includes but is not limited to use of all equipment, recreational facilities, pool, hot tub, residential areas, sidewalk/paths, trails or passageways to the villa.

I have read the above and accept the conditions and terms of this agreement, and I understand that Owner strongly recommends purchase of travelers’ insurance. I agree with all contents of my confirmation and rental contract.

Guest Signature _____ **Date:** _____