



Rental Policies and Procedures

CHECK-IN: 4 P.M. EASTERN TIME

CHECK-OUT: 10 A.M. EASTERN TIME

OFFICE LOCATION: 1085 Cape San Blas Road at the Old Saltworks Cabins.
We are ONE mile on the right after turning onto Cape San Blas Rd. (30E).

LATE ARRIVALS: There are lock box at the cabins, you will be given the lock box code to get your key.

MINIMUM STAY REQUIREMENTS: Most cabins require a minimum of 3-5 days in advance. If you require a shorter stay, please call our office for availability and rates.

RESERVATIONS: Thirty-percent (30%) of the total rent amount is due within ten (7) days of making your reservation. Any remaining balance due must be paid 30 days prior to arrival date. If making a last minute reservation, within 30 days of arrival date, the total rent and all other fees are due when making the reservation. Payment can be made by Visa, Master Card, Discover and American Express and personal checks when time allows,

Make Checks Payable to: OLD SALTWORKS.CABINS **Mail to:** PO Box 526 Port St. Joe, Fl. 32457

DAMAGE DEPOSIT: If damage occurs during your stay, please contact us immediately. You may be responsible for damages and will be billed accordingly.

RESERVATION FEE: A \$60-\$75 non-refundable reservation fee will be added for all reservations at the time the reservation is made. We provide initial supply of bed linens and a set of towels per number of guest at no additional cost to you.

SALES TAX: 12% (7% Florida Sales Tax and 5% Bed Tax) will be added at the time the reservation is made.

FINAL PAYMENT: The balance of your rent is due 30 days prior to arrival. arrival. For your convenience we accept Visa, American Express, MasterCard and Discover.

CANCELLATIONS: If you should have to cancel your reservation or reschedule, please call our office immediately. A cancellation fee of \$100 will be charged if you cancel your reservation. **No** deposits will be refunded on cancellation made less than 30 days unless the unit is re-rented for the same time period. If the unit is re-rented, all deposits and rent paid, minus the \$100 cancellation fee, will be refunded upon receipt of advance rent payment from the new guest.

REFUNDS: We strive to make each home a pleasant and safe place for your family. Our homes are privately owned and furnished. Rates, descriptions, bed sizes, inventories and furnishings are subject to change without notice. We make every effort to keep each property and its equipment in good working order. In the event of a problem we will strive to make repairs as soon as possible. Neither, the rental agent or the owner will be obligated to provide replacements nor give refunds for failure or absence of any item, or public utility. Please note, that due to our remote locations, cell phones reception is not guaranteed. No refunds will be given for early departure or due to inclement weather. In the event of a 'Mandatory Evacuation' Order, due to an hurricane, you will only be charged for the nights that you occupied the unit. If you choose to leave in a 'Voluntary Evacuation', no refunds will be given. No compensation will be given for temporary outage of electricity, gas, water or cable/telephone services. Outages will be reported immediately and all efforts will be made to have the service restored as soon as possible. The operations and servicing these utilities are out of the control of OSC Management.



MAXIMUM OCCUPANCY: The maximum number is based on the number of guest each home can comfortably and safely sleep our guests. All limits are in accordance with rules of the State Fire Marshall's Office and are strictly enforced. If maximum occupancy is exceeded, you will be asked to vacate the property and forfeit any rental payments.

PET FRIENDLY: Some of our homes allow pets. Check the specific house to be sure you have chosen a pet friendly home. A \$50 non refundable pet deposit is required and guest must keep pet under control at all times, inside and outside. Any damage due to the pet the owner is responsible in full. Please keep pets off beds and furniture.

LINENS: For your convenience we provide linens. This includes sheets and an initial supply of bath towels, hand towels, wash cloths, kitchen towels, toilet paper and soap.

NON-SMOKING UNITS. Smoking is prohibited inside ALL rental homes. Your deposit will be forfeited and you will incur additional charges for carpet cleaning and deodorizing if any evidence of smoking is found in a non-smoking home.

AGE REQUIREMENTS: No reservations will be made to students or singles under the age of 25 unless accompanied by a parent or guardian at all times. Any reservations made under false pretenses will be subject to forfeiture of advance payments, and violators will be evicted.

COMMUNITY RULES AND GUIDELINES: Additional guidelines, rules and regulations may apply for some homes in structured communities. Guests are expected to follow these rules. Due to occasional circumstances beyond our control, availability of swimming pools, hot tubs, etc. are not guaranteed with any reservations. No house parties in any unit.

HOMES FOR SALE: In the event the home/cabin you are renting is on the market for sale we may find it necessary to show the property to qualified buyers during your stay. We will make every effort to schedule the showing at a convenient time and not interrupt your vacation. In the event a property should sell and no longer be available, every effort to find similar accommodations will be made. If none are available, a complete refund of your deposit will be made.

HOUSEKEEPING: Your property will be thoroughly cleaned before your arrival. If you are not satisfied, please call our office immediately. If you are a late arrival, please notify us by 10AM the following morning. If you have not called by this time, we will assume that you found your home in an acceptable condition.

SUBSTITUTION: We reserve the right to substitute comparable accommodations without notice or liability should a property become unavailable. We will make every effort to contact you if time allows.

MANAGEMENT: Old Saltworks Cabins will not be liable for any damages to rental property or furnishings, nor for injuries resulting from any accident that may occur in or on the premises during guest occupancy. Agent is not liable for acts of theft, vandalism, or damages to the guest's personal property or items left in the home. We assume no liability for error or omissions. All properties are individually owned and are managed by Old Saltworks Cabins, LLC. We serve as the agent/owner and representative of all property owners and act in the best interest of the owner. We reserve the right to refuse deposits, refuse rentals or discontinue occupancy if in our opinion the renter is detrimental to the property. Any reservation obtained under false pretense will be subject to forfeiture.

CHECK-OUT TIME: Check-out time is **10AM EASTERN TIME** on your departure date. (Please leave on time so that the unit may be cleaned and prepared for our next guests) Please drop off the keys at the Key Drop Box at the office or replace in the provided lock box at the unit if applicable. Thank You.



THINGS TO DO BEFORE CHECK-OUT: We ask our guest to please leave their home in the same general condition as it was found, to avoid further charges.

TO AVOID ADDITIONAL CHARGES:

- All dishes clean and put away.
- All furnishing placed in original position (Please do not take furniture to beach)
- **All trash in bags and placed in the dumpster on the Bay House Driveway at Caps San Blas Rd.**
- Do not remove mattress covers, shams, blankets etc. We have a separate laundry service for those items
- Turn off lights.....

Thank you

*Please check under beds, in drawers and closets for your personal items.

RETURN SINGLE KEY TO LOCK BOX AND LEAVE THE TWO SPARE KEYS ON THE TABLE.

THINGS TO BRING: We recommend...

Extra towels, paper towels, napkins, extra toilet paper, extra bath soap. Washing machine and dishwasher soap.

Baby equipment, alarm clock and extra trash liners. Charcoal (all units have charcoal grills)

Coffee filters, condiments including salt, pepper and sugar.

Beach supplies such as beach towels, blankets, chairs and toys, fishing equipment, spray and sun screen.

AND DON'T FORGET THE CAMERA!

We want to make this vacation your best one yet, if there is anything that we can do, please let us know. We will help in any way we can.

IF YOU HAVE ANY QUESTIONS REGARDING POLICIES AND PROCEDURES AND WOULD LIKE MORE INFORMATION, PLEASE CONTACT OUR OFFICE

THANK YOU FOR CHOOSING OLD SALTWORKS CABINS

WE WANT TO HELP MAKE YOUR VACATION A GREAT ONE.



DISCLAIMER: Every effort has been made to ensure accuracy, however, Old Saltworks Cabins LLC. cannot assume responsibility for errors or omissions. Conditions, rates and terms are subject to change without notice.

