



**VIKING COVE**  
GUEST HOMES

**VIKING COVE RENTAL APPLICATION**

EVENT NAME \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

**CONTACT INFO**

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Daytime \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

Event Planner \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Bar/Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Set Up Time \_\_\_\_\_

***Renter is responsible for conveying all policies to hired caterers.***

**SET UP NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please confirm a set-up & design plan with Viking Cove thirty (30) days prior to event if applicable. Contact person must be in attendance throughout the event and is responsible for rental policy compliance.***



## **VIKING COVE**

**GUEST HOMES**

### **PROPERTY USE AGREEMENT & OPTIONS**

Renters who book all rooms for the duration of the event have full use of the property (except for the owners' personal spaces-- please speak to owner for guidelines). **Minimum stay is four (4) booking nights.**

Events may be held **8:00AM – midnight** for attendees of guests who have booked the guest homes. Event attendees must leave the property after midnight as only twenty (20) guests are permitted on property after hours.

Renters are responsible for decorating the event space and removing decorations after the event. See damages and cleaning policy.

To accommodate attendees for events of more than 50, renters must obtain a porta potty at their expense.

#### **FIRE PIT & FIRES**

Absolutely no fires are permitted during windy weather. Burn wood only and start fires with kindling, no accelerants. Renters are responsible for making sure the fire is fully extinguished before leaving the fire pit unattended. Wood is provided but if the pile provided is depleted, the renter is responsible for replenishing it at a cost of \$250. Bonfires are permitted on the beach as long as they are built within the tide line and away from any flammable structures or areas. Sparklers, but not fireworks, are permitted. Anything flammable must be fully extinguished before being left unattended. Candles are not permitted please consider LED candles.

#### **SAUNA & COMMUNITY BATH**

Only three people permitted at one time and the guests must use the black towels provided. Please be sure to turn the sauna off and leave it clean for the next guest. If you desire for the radiant heating to be changed, please alert the Viking Cove owners for assistance. Damage policy applies.

## **BBQ GRILLS & GAZEBO**

Use of grills, tools are made available to guests. Renter is responsible for filling propane tanks before use. Renter must be sure the BBQ area is clean and free of food and garbage immediately after use to avoid attracting animals.

## **ACTIVITIES**

Use of sporting equipment, bicycles, watercraft, and other equipment is *available to renters only* (not event attendees) by request, with permission and discretion of the owners. There is no charge for use of equipment and use is at renters' risk. All renters are required to wear fastened PFDs when out on the water for their safety. Owners are not liable for poor judgement. Damage and loss policy apply to use of equipment.

## **GARBAGE**

Renter is responsible for disposing of all event trash unless the cleaning crew has been arranged. All refuse **must be bagged and contained** from ravens/bears/wildlife until it can be removed from the property. All refuse must be removed from the property within 24 hours. Renters will be charged a \$100 minimum fee for failure to remove event trash if no prior arrangements have been made.

## **DAMAGE AND CLEANING POLICY**

The booking guest/renter is responsible for any damage occurring during the use of the Viking Cove property and shall pay for damages to the satisfaction of the Viking Cove owners. To avoid damage or defacement charges, the renter should obtain approval from the Viking Cove owners prior to moving anything or affixing anything to the floors, ceilings, or other surfaces or outdoor areas. The renter is responsible for replacing anything that has been moved and for removing all decorations, tacks, tape, and pins, etc. after the event. The renter will clear away all trash after the event unless a cleaning crew has been arranged. Extraordinary messes or spills must be cleaned by the guests prior to departure and within the time of the rental reservation in order to avoid additional charges. The renter will be charged for any equipment that is missing following the event or any damage that is incurred due to the event. The charges will be deducted from the deposit. If the deposit is not adequate, the balance will be charged to the credit card on file. The renter will be notified in advance of additional charges.

I have read and agree to the policies and fees as outlined in this agreement.

Guest Signature \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date \_\_\_\_\_

Please send completed contract to:

Randa Szymanski

Reservations by Randa

[www.reservationsbyranda.com](http://www.reservationsbyranda.com)

800.572.8006

Thank you for hosting your special event at Viking Cove!



Bill Chetney, Owner

Viking Cove Guest Homes

[www.vikingcove.com](http://www.vikingcove.com)

949-374-2155