



# CABIN COMMONS RENTAL AGREEMENT

That Pretty Place Bed & Breakfast  
Simon & Hannah Walsh, Owners & Operators  
212 US Highway 20 Middlebury, IN 46540  
574.825.5610 . InnKeeper@ThatPrettyPlace.com

### Guest Contact

First & Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
  
Event Date & Time \_\_\_\_\_

### Rate & Amenities

**Amount Due:**  
**\$300 + 7% sales tax = \$321 total**

**Date Due:**  
Due at time of reservation

**Hours of Rental:**  
**2pm-11:30pm on day of event**  
*Includes set-up & tear-down*

### Rental includes:

- Exclusive access to the Cabin (does not include access to guest rooms located on the first floor, these are sold separately).
- Full access to the kitchen located in this space (standing refrigerator/freezer combo, oven, sink & dishwasher).
- Use of the tables and chairs we have on hand.
  - (16) folding chairs
  - (4) 5-ft. round folding tables
  - (6) 8-ft. tables
  - (9) 6-ft. tables

*Tables will need linens/covering due to heavy use.  
A powder room/restroom is located within the space.*

Located just 1/4 mile away is Grand Rental Station. They offer 10% off to our guests for up to \$1500 of your party needs, including tents, tables, chairs & more and free delivery. Guests are welcome to bring in their own tables and chairs as well.

### Policies

Smoking is prohibited. No Pets.

Hanging items from the ceilings or walls is prohibited unless "Damage-Free Command Hooks" are utilized.

Please leave the space in a tidy fashion. All cleanup from the event is to be completed during the rental hours specified in this agreement and all trash needs to be taken to our dumpster located on the exit road.

Bed & Breakfast guest rooms are not included in this package and must be reserved separately.

### Cancellation Policy

Notification of cancellation must take place 21 days prior to check-in to receive a full refund. A \$15 processing fee will be retained. Cancellations after this time frame are non-refundable.

### Billing Information

We do not accept personal checks. Accepted payment methods include cash & credit card. Full amount due at time of reservation.

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

\_\_\_\_\_  
Guest Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
InnKeeper Signature

\_\_\_\_\_  
Date

Paid

\_\_\_\_\_  
Payment Method

\_\_\_\_\_  
Payment Date