

METHOD OF PAYMENT

The Town of Meggett accepts Personal Checks, MasterCard, Visa, Discover, American Express or Bank Debit Cards, Money Orders or Cashier Checks for the rental of Roxbury Park. Once a rental deposit is posted, your reservation is confirmed. The normal Deposit can only be accepted for reservations booked more than 30 days from date of arrival. For reservations scheduled to arrive within 30 days of the booking date, Full Payment is due at the time of booking. All reservations must have a zero balance for keys to be left for a late arrival. The Town of Meggett will automatically process a credit card on file without your verbal authorization for any unpaid balance on the date of arrival. A Final Payment Notice is sent 45 days in advance of your arrival date. A final payment must be made 30 days prior to your arrival. There is a \$50 Service Fee charged for all Returned Checks. Checks may not be post-dated. All charges are in US funds; international checks are not accepted. **A fee of 5% will be added to all credit card payments to cover the fees that the town incurs from PayPal and/or Square.**

OCCUPANCY

The number of guests occupying a property is limited to the number stated on the lease agreement with the exception of an infant requiring a crib (which is not provided). These limits are strictly enforced. Our Cottage is limited to families, married couples, or adults 25 years of age or older. Exceeding the specified occupancy constitutes a breach in the lease agreement and will lead to termination without refund of rent and possible security deposit charges. No RV's or campers may be parked on the premises. If you are traveling and wish to visit the park you may park in the parking area provided on the days the park is open to the public.

For more diverse groups such as weddings, church, business or school trips; please refer to the Special Function section – The Town of Meggett must be notified prior to booking the reservation. We have a reservation specialist available to help you book your special occasion. The Town of Meggett has the sole discretion to allow a group that is not strictly a family vacation.

PET POLICY

Absolutely No Pets are permitted during your stay at Roxbury Park.

RESERVATIONS

Phone Reservation – Meggett Town Hall 843-889-3622

Please have a date in mind and call our office to book your vacation. 50% of the Rental Rate and Security Deposit is due with your booking as well as the signed Rental License Agreement. Your Reservation will be cancelled without advance notice if the Town of Meggett has not received the Deposit. If the arrival date is within 30 days of the booking date, the full balance is due at time of booking. MasterCard, Visa, Discover, American Express, or Bank Debit Card will be accepted. Forty-five (45) days before arrival a reminder notice

for the balance will be sent, which includes rental fee balance. Payment must be received by the Town of Meggett 30 days prior to arrival by either mail or call 843-889-3622 with your credit/debit card. Personal checks are accepted for advance rental amounts and balance payments provided the check is received 30 days prior to arrival date. No checks are accepted at arrival. A \$50 Service Fee is placed on all returned checks.

Last minute cancellations in Peak Season do happen; please give the Town of Meggett a call for additional information 843-889-3622.

RESERVATION CHANGES

Any change of arrival date or transfer of property on a confirmed reservation will be subject to the same rules as a Cancelled Reservation.

CONFIRMED RESERVATIONS

To cancel a confirmed Rental Agreement, please call 843-889-3622 immediately. Cancellations cannot be accepted by e-mail. If the property re-rents for the full period of the cancelled reservation, and the new reservation is confirmed with a payment, a refund to the cancelling guest will be issued. The refund will consist of the deposit paid less the Reservation Fee. If your reservation payment was made by check, a refund check will be issued. If a credit card or bank debit card was used for the payment, the refund will be credited to the last card used. If the property has not re-rented, all monies paid are forfeited. These rules apply to all cancellations, regardless of the reason for cancellation.

CHECK IN TIME

Check In time is 2pm. Absolutely no rental property will be available for check in prior to 2pm.

Town of Meggett will inspect the Cottage prior to your arrival. If your vacation plans require an early arrival, please stop by Town Hall at 4776 Hwy 165 for information on what to do until your rental property is available. Please do not stop, start to unload personal items, or sit on the docks, etc. at the rental property - it will cause a delay for inspection and/or cleaning - which could cause a late check in for your vacation. If you plan to arrive after office hours, Welcome Packets will be left in black mailbox located in the rear of the Meggett Town Hall. Meggett Town Hall cannot provide a late check in if your balance has not been paid in full. A Welcome Packet includes 2 keys, a Map of Roxbury and directions to the Cottage to make your stay with us most enjoyable.

CHECK OUT

Check Out is 12 noon - All rental properties must be vacated by 12:00pm.

All keys must be returned to our office. If you are leaving when the office is closed, place your keys in the Key black mailbox located in the rear of the Town Hall. To ensure the prompt and full refund of the Security Deposit,

refer to the Departure Cleaning requirements that are described in the guest information packet located inside the cabin.

SECURITY DEPOSIT

The \$500.00 Security Deposit is due with the final rental payment. Security Deposits are held to ensure that no damage has occurred to the property and that the home was left in a clean condition and that no other violation of the Roxbury Cottage Rental Policy occurred during your stay. We reserve the right to apply the Security Deposit to offset expenses. Security Deposit refund is based upon the method of final payment. Final payments made by Cash, Check, Traveler Checks, Certified or Cashier Funds will be issued by the 15th of following business month after your departure (i.e. - Check out date in August - Payment will be issued in September). Final payment by credit or debit card will be issued back to the last card number that was used for the final payment, regardless whose name is on the reservation.

TRAVEL INSURANCE / TRIP INTERRUPTION

Travel Insurance (policy covers standard trip interruption due to medical emergencies, mandatory evacuations, accidents, etc.) is an option offered by the Town of Meggett. The Travel Insurance rate is based on the reservation total. The insurance can be purchased at any time up to your final payment. Travel Insurance is typically 6.5% of the total rental of the property and is not refundable.

Daily \$200.00

3 Day Weekend \$500.00

Weekly \$1,050.00