

# RENTAL AGREEMENT FOR ROXBURY PARK COTTAGE



## Town of Meggett Harry V. "Buster" Herrington III, Mayor

Stephanie Smith, Administrator  
W. Andrew Gowder, Town Attorney

Tommy Butler, Mayor Pro Tem  
Tm Hutto, Council Member  
I. Keith McCarty, Council Member  
Angela Watts, Council Member

### Rental Agreement for Roxbury Park Cottage

This Short Term Rental Agreement (the "Agreement") is made by and between Roxbury Park Cottage and the Town of Meggett ("Owner") and \_\_\_\_\_ ("Guest") as of the date last set forth on the signature page of this Agreement. For good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

**1. Property:** The property is located at: 4480 Hwy 174 Meggett, SC 29449

The property is furnished and includes a refrigerator, stove, microwave, coffee maker, toaster oven, miscellaneous kitchenware, washer, dryer, 3 couches (two of which fold out into double beds), 1 set of bunk beds, 2 twin beds, and 1 queen bed with sheets and comforters for all, a TV with NO cable(bunny ears get one or two channels), a DVD player, a pool table, and a ping pong table. Bed Linens and ten (10) bath towels are provided as well as kitchen towels.

**2. Maximum Occupancy:** The maximum number of guests is limited to 10 persons. \*\*If more than 10 persons visit the cottage at one time during your stay will be considered an event\*\* Please notify the Town immediately if more than 10 guests will be present at one time.

**3. Term of the Lease:** The lease begins at 3 pm on \_\_\_\_\_ (Check-in Date) and ends at 12 pm on \_\_\_\_\_ (Checkout Date)

**4. Minimum Stay:** This property requires a 1 night minimum stay. Longer minimum stays may be required during holiday periods.

**5. Rental Rules:** Guest agrees to abide by the Rental Rules attached as Exhibit A at all times while at the property and shall cause all members of the rental party and anyone else guest permits on the property to abide by the following rules at all times while at the property.

**6. Access:** Guest shall allow Town Staff access to the property for purposes of repair and inspection. The Town of Meggett shall exercise this right of access in a reasonable manner.

#### 7. Rental Rate and Fees

Security Deposit	\$1,000.00	
Nightly Rental	\$ 200.00	
3 Day Weekend Rental	\$ 500.00	3 Nights/4Days
4 Day Rental	\$ 700.00	4 Nights/5Days
Weekly Rental	\$1,050.00	7 Nights/8Days
Cleaning Fee	\$ 100.00	

\*\*Special Event\*\* \$1,000.00

\*\*Price includes use of facility for the day before (for set up) and the day of the event.  
A cleaning fee of \$200.00 will be charged to anyone holding an event.

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A deposit of ( 50% of your Rental Rate and full Security Deposit) is due at least 45 days prior to the Check-In Date. Security deposits are held to ensure that no damage has occurred to the property and that the cottage was left in a clean condition and that no other violation of the Roxbury Cottage Rental Policy occurred during your stay.

The Security Deposit shall be refunded within 30 days of the Checkout Date provided no deductions are made due to:

- I. Damage to the property or furnishings;
- II. Excessive dirt or other mess requiring excessive cleaning; or
- III. Any other cost incurred by the Town of Meggett due to Guest's stay.

If the premises appear dirty or damaged upon Check-in, guest shall inform the Town of Meggett immediately at **843-889-3622**. If no one is in the office please refer to the emergency contact numbers listed in the Guest Information Booklet.

Payment in full of the following fees shall be due within 30 days of the Check-in Date:

Rental Balance	\$	
Security Deposit	\$	1000.00 (refundable)
Cleaning Fee	\$	
<b>TOTAL Due</b>	<b>\$</b>	

**9. Cancellation Policy:** If Guest wishes to cancel his/her reservation, the deposit will be refunded as follows:

- 75% if cancelled 6-10 days prior to the Check-in Date
- 25% if cancelled 0-5 days prior to the Check-in Date

**10. Insurance:** We encourage all renters to purchase traveler insurance.

The Travel Insurance rate is based on the total cost of the reservation. The insurance can be purchased at any time up to your final payment. Travel Insurance fees are typically 6.5% of the total rental of the Cottage. This fee is non-refundable.

**11. Payment:** Acceptable payment methods are [personal check or credit card]. Please make checks payable to: Town of Meggett. If you wish to use a credit card, please provide the following information. **We will charge an additional fee 5% for credit card payments to cover the fees that the Town incurs from PayPal and/or Square.**

Name on credit card: \_\_\_\_\_ Type: \_\_\_\_\_

Credit card billing address: \_\_\_\_\_

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

CC #: \_\_\_\_\_ Exp date \_\_\_\_\_ CVVCode \_\_\_\_\_

By my signature below, I hereby give permission to charge my credit card for the amounts above. I agree that all rental monies are non-refundable per cancellation policy above. I have read my rights to purchase travel insurance. The parties agree to the terms of this Short Term Rental Agreement, as evidenced by the signatures set forth below.

	Town Representative:	Guest:
Signature		
Name (printed)		
Date		

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## Roxbury Cottage Rental Rules "EXHIBIT A"

1. Please remember all ponds are catch and release.
2. Smoking is **NOT** allowed on any property owned by the Town of Meggett.
3. Only (10) Guests may stay overnight on the property. Any other person in or on the property over the allowable (10) guests without notifying the Town on advance is a direct violation of the contract.
4. Roxbury Park nor the Town of Meggett are responsible for accidents, injuries or illness that occurs while on the premises or its facilities. Roxbury Park nor the Town of Meggett are not responsible for the loss of personal belongings or valuables of the guest. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise.
5. Keep the property and all furnishings in good order.
6. Only use appliances for their intended uses.
7. Pets are **NOT** allowed.
8. Housekeeping: There is no daily housekeeping service. While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. We suggest you bring beach towels. We do not permit towels or linens to be taken from the cottage.
9. Currently we cannot allow usage of the fireplace.
10. Water and Septic: The Cottage is on a well and septic systems. The mineral content in the water is high. During a drought, the well water may have an odor. The septic system is very effective; however, it will clog up if improper material is flushed. **DO NOT FLUSH** anything other than toilet paper. No feminine products should be flushed at anytime. If it is found that feminine products have been flushed and clog the septic system, you could be charged damages of up to \$500.00.
11. **Please dispose of all garbage properly. Take all trash from the cabin when you leave.**
12. Please do not feed the wildlife. Wild animals that lose their fear of humans can become a nuisance.
13. Please do not place garbage outside. This will prevent animals from scattering the trash.
15. **NO FIRES OF ANY KIND ARE ALLOWED EXCEPT FOR THE USE OF THE FIRE PIT PROVIDED OUTSIDE OF THE COTTAGE.** A bon fire is a direct violation of your rental agreement.
16. Fireworks are strictly PROHIBITED!
17. Storms: No refund will be given unless-
  - The state or local authorities order mandatory evacuations in a "Tropical Storm/Hurricane Warning area" and/or
  - A "mandatory evacuation order has been given for the Tropical Storm/Hurricane Warning" area of residence of a vacationing guest.
  - The day that the authorities order a mandatory evacuation order in a "Tropical Storm/Hurricane Warning," area, we will refund:
    - Any unused portion of rent from a guest currently registered;
    - Any unused portion of rent from a guest that is scheduled to arrive, and wants to shorten the stay, to come in after the Hurricane Warning is lifted; and
    - Any advance rents collected or deposited for a reservation that is scheduled to arrive during the "Hurricane Warning" period.
18. No RV's or campers of any kind are allowed overnight on the park property.

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## Roxbury Cottage Checkout Checklist

Before you check-out, please assist us by doing the following:

1. Wash all dishes and utensils used and put them back in their place.
2. Please make sure that all pots/pans, dishes, and silverware are accounted for in the cottage. A cottage inventory list can be found in the Guest Information Booklet inside the Cottage.
3. Strip beds, wash and dry all bed linens, fold sheets, and place them on top of each bed. Wash and dry all towels and wash cloths, fold them, and place them back in the linen closet or kitchen drawers.
4. Sweep and mop any major spills.
5. **Please take your trash with you when you leave.** We do not offer a trash service therefore; you are welcome to take your trash to the Hollywood Recycle and Landfill Center located at 5305 Hwy 165 in Hollywood. They are open Mon, Tues, Thur, & Sat. from 7am – 6pm, Wed & Sunday from 1pm-6pm. They are closed on major holidays. Please be sure to turn off all lights and appliances (coffee maker, air conditioning units (unplug the one downstairs), TV, DVD player, & any ceiling fans).
6. Lock all doors and windows.
7. Please bring the keys and place them in the black box at the back of the building at Meggett Town Hall if our office is not opened. Our office is located at 4776 Hwy 165.

I have read the above information and agree to the terms and conditions of the rental.

\_\_\_\_\_  
Signature of Responsible Party  
Printed Name

\_\_\_\_\_  
Date

Mailing Address:  
Email Address:  
Phone Number:  
of Responsible Party