



**Reservation Request Form**

Person(s) Responsible for Reservation \_\_\_\_\_

Organization \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Event \_\_\_\_\_ No of Guests \_\_\_\_\_

**One Day Main Lodge Event or Wedding**

Full Day or  Half Day \$ \_\_\_\_\_

**Overnight Lodging**

\_\_\_\_\_ Nights @ \$ \_\_\_\_\_ Night \$ \_\_\_\_\_

Main Lodge with \_\_\_\_\_ guests or

Main Lodge & \_\_\_\_\_ Cabin(s) with \_\_\_\_\_ guests

Cleaning Fee \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_

**TOTAL AMT DUE** \$ \_\_\_\_\_

50% Deposit \$ \_\_\_\_\_

Event/Wedding Damage Deposit \$ \_\_\_\_\_

Deposit Paid On \_\_\_\_\_

**BALANCE DUE** \$ \_\_\_\_\_

**Check-in & Check-out:** For one day Main Lodge events, check-in & check-out times are to be determined upon booking. For overnight lodging, check-in is 3-6 pm & check-out is 10 am. Catering is available by reservation.

**Reservation Policy:** You can rent the Main Lodge (sleeps 10-12) or the Main Lodge & cabin(s) (each of the 5 cabins sleeps 5 or 25 total). The facility's total sleeping capacity is 37. A 2 night minimum lodging stay (3 nights for holidays) is required. At the time of reservation, a 50% deposit is due. Your reservation is held by the deposit. Until receipt of the deposit, the dates requested are available to others for booking. TCL is a non-smoking and no pets facility. Activities on the property must be conducted in a manner that does not cause damage to the property or furnishings. If damage occurs, guests will be held responsible.

**Cancellation Policy:** Since we are off the beaten path, have numerous requests for use and do not have walk-ins, cancellations affect us significantly. Therefore, your deposit will be refunded if we receive notice of cancellation at least 3 weeks prior to your planned arrival date. After that, we regret that a refund is not possible regardless of the reason. The same policy applies to a no show or an early departure. TCL reserves the right to refund a deposit with 90 days notice.

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