

# Chautauqua Association Disciples of Christ **2025 Off-Season Rental Agreement**

**Whereas** the Chautauqua Association of the Disciples of Christ (hereinafter CADC) owns two houses at the Chautauqua Institution in Chautauqua NY, which are available for off-season rental;

	<b>off-season rental periods</b>	<b>Guest rooms</b>
Headquarters (HQ)	May 1 to May 31 and August 29 to October 1	13 rooms, sleeps 26
Graybiel House (GH)	January 1 to May 31 and August 29 to December 31	15 rooms, sleeps 34

**Whereas** the off-season **Guest** named herein wishes to rent the CADC houses as marked;

\_\_\_ Headquarters House (HQ) at 32 Clark Ave    \_\_\_ Graybiel House (GH) at 28 Janes Ave

**IT IS AGREED** by and between the CADC and the **Guest** as noted below;

1. That the **Guest** is renting for a period of \_\_\_\_\_ nights and agrees to pay a deposit of 50% of the estimated cost due with this agreement and will be credited against the rental charges. Any damages caused by the **Guest** will be charged to the **Guest**.

Check in date & time \_\_\_\_\_ Check out date & time \_\_\_\_\_

2. That the **cancellation policy** is:
  - a. 90% refund if canceled 6 weeks before your rental period.
  - b. 50% refund if canceled 4 weeks before your rental period.
  - c. **No refund** if canceled 2 weeks before your rental period.
3. That CADC will provide WiFi, towels, linens, and use of the fully equipped kitchen and common areas, including shared bathrooms. Smoking is not allowed. No food or drink is provided.
4. That one person will be charged a non-refundable CADC membership fee of \$35.00.
5. That the full rental charge and CADC membership fee is due 3 weeks before arrival.
6. That the rental charge is **\$1350 for the first night, \$675 for the second night, and the third night is free** for up to 9 persons. For over 9 persons, the additional per person rates are \$150 for the first night, \$75 for the second night, and the third night is free. Age 4 through 17 are half price. Age 0 - 3 years are free. The rate schedule repeats after every 3 days.

	<b># persons</b>	<b># first nights</b>	<b># second nights</b>	<b>Estimated Total Cost:</b>
Age 18+		X \$150	X \$75	\$
Age 4-17		X \$75	X \$37.50	\$

## **Headquarters House (HQ) Room Configurations (circle rooms requested)**

HQ-01	2 Twin	HQ-04	2 Twin	HQ-07	2 Queen	HQ-10	2 Twin
HQ-02	Queen	HQ-05	1 Twin	HQ-08	Full	HQ-11	2 Twin
HQ-03	2 Twin	HQ-06	Queen	HQ-09	Full	HQ-12	2 Twin
						HQ-14	1 Twin

## **Graybiel House (GH) Room Configurations (circle rooms requested)**

GH-201	Full	GH-206	2 Twin	GH-305	2 Twin
GH-202	2 Twin	GH-207	Queen + ensuite	GH-306	2 Twin
GH-203	Queen, Bunk Twin	GH-301	Queen	GH-308	Full + ensuite
GH-204	Twin	GH-302	Queen	GH-401&402	4 Twin, Queen
GH-205	2 Twin	GH-304	Twin	GH-404	Queen

**(See other side)**

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- 7. That the **Headquarters House** (HQ) has six guest rooms on the 2nd floor and seven guest rooms on the 3rd floor, accessible by stairs only. All guest rooms have a window air conditioner and a vanity sink. There are three shared private shower rooms on each floor. Common areas on the first floor include a large living room, a cozy dining area, a fully equipped kitchen with refrigerators (4), oven, stove, microwave, toaster, coffee maker, pantry shelves, and sink. The large front porch and back deck include chairs, rockers, outdoor dining tables (2), and outdoor gas griddle.
- 8. That the **Graybiel House** (GH) is accessible with an elevator and has seven guest rooms on the 2nd floor, six guest rooms on the 3rd floor, and two guest rooms on the 4th floor. All guest rooms have central heat and air and a vanity sink. There are two shared private shower rooms on each floor. Two guest rooms have an ensuite (shower, toilet, sink). Common areas on the first floor include a dining area, comfortable living room with a gas fireplace. The basement area has game tables and a smart TV. A fully equipped kitchen includes refrigerators (4), ovens (2), gas stoves (2), microwaves (2), toasters (2), coffee makers (2), multi-shelf pantry cabinet units (5), and sinks (2). The large porch on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors and back deck include chairs, rockers, outdoor dining tables (2), and outdoor gas griddle.

Agreed to by and between the parties this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CADC Signature**

**Guest Signature**

Guest Name

**Deposit Received** \_\_\_\_\_

Guest Address

**Full Rental Received** \_\_\_\_\_

Guest Email

Guest Phone

**Make a check payable to CADC and mail to P.O. Box 1019 Chautauqua NY 14722**

**Please contact the Administrator with your questions at the email or cell number below.**