

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

Whereas the Chautauqua Association of the Disciples of Christ (hereinafter CADC) owns houses at the Chautauqua Institution in Chautauqua NY, which are available for the off-season rental period of January 1 to May 31 and September 1 to December 31;

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

1. That the **Guest** is renting for _____ nights. Any damage caused by the **Guest** will be charged to the **Guest**. Administrator may be on property.

Check in date & time _____ Check out date & time _____

_____ **Graybiel House (GH) at 28 Janes Ave.** _____ Headquarters (HQ) at 32 Clark Ave.

2. That the rental charge is **\$150 per room per night. Minimum 5 rooms per night.** That the **Guide** agrees to pay a deposit of 50% of the estimated cost due with this agreement and will be credited against the rental charges.
3. That the full rental charge and a non-refundable CADC membership fee of \$40.00 is due 3 weeks before arrival.

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

4. 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.
5. That CADC will provide WiFi, towels, linens, and use of the fully equipped kitchens and common areas, and shared bathrooms. Smoking is not allowed. No food or drink is provided.
6. That the **Graybiel House (GH)** has 15 rooms, sleeps 35, and has an elevator. 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, and a 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), dishwasher, toasters (2), coffee makers (2), multi-shelf pantry cabinet units (5), and sinks (2). The large porch on the 1st, 2nd and 3rd floors and back deck includes chairs, rockers, outdoor dining tables (2), and outdoor gas griddle.
7. That the **Headquarters House (HQ)** has 13 rooms, sleeps 29. All guest rooms have window AC unit and a vanity sink. There are two shared private shower rooms on each floor. Common areas on the first floor include a dining area, and a comfortable living room with a gas fireplace. A fully equipped kitchen includes refrigerators (3), ice machine, gas oven/stove, microwave, dishwasher, toaster, coffee maker, multi-shelf pantry cabinet units, and sink. The large front porch and back deck includes chairs, rockers, outdoor dining tables (2), and 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 and Phone

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Graybiel House (GH) Room Configurations (Check rooms requested)

GH-201	Queen	GH-206	two single	GH-305	two single
GH-202	two single	GH-207	Queen + ensuite	GH-306	two single
GH-203	Queen, bunk single	GH-301	Queen	GH-308	Full + ensuite
GH-204	single	GH-302	Full	GH-401&402	four single, Queen
GH-205	two single	GH-304	single	GH-404	Queen

Headquarter House (HQ) Room Configurations (Check rooms requested)

HQ-1	three single	HQ-6	Full & single	HQ-11	two single
HQ-2	Queen	HQ-7	two Queen	HQ-12	two single
HQ-3	two single	HQ-8	Full	HQ-14	single
HQ-4	Queen	HQ-9	Full		
HQ-5	two single	HQ-10	two single		