**2024 Off-Season Rental Agreement for Chautauqua** **Association of the Disciples of Christ**

**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;

|  |  |  |
| --- | --- | --- |
|  | **off-season rental periods for 2024** | **Guest rooms** |
| Headquarters House | May 1 to June 21 and September 2 to October 1 | 12 rooms, sleeps 25 |
| Graybiel House | January 1 to June 21 and September 2 to December 31 | 16 rooms, sleeps 34 |

**Whereas** the off-season Guest named herein wishes to rent the CADC houses as marked;  
 **\_\_\_** Headquarters House at 32 Clark Ave **\_\_\_** Graybiel House 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.

Check in date and time **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Check out date and time **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. That one person will be charged a non-refundable CADC membership fee of $35.00.
2. That the **cancellation policy** is:
   1. 90% refund if cancelled 6 weeks before your rental period.
   2. 50% refund if cancelled 4 weeks before your rental period.
   3. **No refund** if cancelled 2 weeks before your rental period.
3. That the full rental charge and CADC membership fee is due 3 weeks before arrival or upon arrival, whichever is earlier.
4. That CADC will provide WiFi, towels, linens, and use of the fully equipped kitchen and common areas. There are no televisions. Smoking is not allowed. No food or drink is provided.
5. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **# persons** | **# first nights** | **# second nights** | **Estimated Total Cost:** |
| Age 18+ |  | X $150 | X $75 | $ |
| Age 4-17 |  | X $75 | X $37.50 | $ |

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

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

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

|  |  |  |
| --- | --- | --- |
| GH-201 Full  GH-202 2Twin  GH-203 Twin,Queen  GH-204 Twin  GH-205 2Twin  GH-206 2Twin  GH-207 Queen + ensuite | GH-301 Queen  GH-302 Queen  GH-304 Twin  GH-305 2Twin  GH-306 2Twin  GH-308 Full + ensuite | GH-401-402 4Twin, Queen  GH-403 4Twin  GH-404 Queen |

1. That the **Headquarters House** (HQ) has five guest rooms on the 2nd floor and seven guest rooms on the 3rd floor. All guest rooms have a window air conditioner and a small vanity sink with a cabinet beneath. There are shared showers and toilet facilities on each floor. There is NO elevator. All guest rooms are accessible only by stairs. Common areas are on the first floor including a large common living room, a cozy dining area, large front porch, and outside picnic tables (2). A fully equipped kitchen includes refrigerators (3), oven, stove, microwave, toaster, coffee maker, pantry shelves, and sink. There is also a gas grill.
2. That the **Graybiel House** (GH) is handicapped accessible with an elevator and has seven guest rooms on the 2nd floor and six guest rooms on the 3rd floor and three guest rooms on the 4th floor. All guest rooms have central heat and air and a small vanity sink. Two guest rooms have an ensuite (shower, toilet, sink). Otherwise, there are shared showers and toilet facilities on each floor. Common areas are on the first floor including the dining area, small parlor with a gas fireplace, outside picnic tables (2), large porch on the 1st, 2nd and 3rd floors, and the basement which is equipped with tables and chairs for games, crafts, etc. 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). There is also a gas grill.

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

|  |  |
| --- | --- |
| **CADC Signature** | **Guest Signature** |
|  | Name |
| **Deposit Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Address |
| **Full Rental Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Email |
|  | Phone |

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

**Please contact Diane Ballard, CADC Administrator, with your questions:**

[**CHQ.Disciples@gmail.com**](mailto:CHQ.Disciples@gmail.com)

**(716) 581-3212**