

KAPEHU RETREAT HOUSE RENTAL CONTRACT

Welcome to the Kapehu Retreat House! Before confirming your reservation, please read this contract carefully. Your payment of the deposit is your confirmation that you agree to these terms.

RENTAL POLICIES:

- No pets.
- No smoking.
- Maximum number of guests allowed: **10**.
- Bringing additional people to the property may warrant immediate eviction.
- Children must be supervised by adults at all times; parents are fully liable for children.

DEPOSIT: Your deposit by debit or credit card will confirm your reservation and make this contract binding. The deposit amount is 20% of the rent, or 1 night's rent for a shorter stay than 5 nights. When the final payment is due, part of your deposit will be applied to the rent and part of it will be retained until after check-out to cover the cleaning fee. After check-out the cleaning fee will be deducted and the balance refunded. In the event of damages, you hereby authorize the owner to charge you for repairs or replacement.

CLEANING FEE: Variable, based on the number of cleaning crew hours: i.e., how clean you leave the house. Most often it's between \$90 and \$140, though it has varied between \$70 and \$245.

TAXES: Hawaii General Excise Tax and Transient Accommodation Tax are both added to lodging fees. GET is currently 4.167%. TAT is 9.25%. These taxes total 13.417%.

CANCELLATION: If your dates can be re-booked, the amount of your deposit above \$295 will be refunded. If you must cancel, let us know right away to increase the likelihood of re-booking.

<i>Name</i>	<i>Email address</i>	<i>Phone # while traveling</i>	<i>Date of contract</i>
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Number of guests: _____ Number of nights: _____ Notes: _____ _____ <i>Final payment due</i> _____	Check-in: _____ 5 PM Check-out: _____ 11 AM Booking deposit: \$ _____ <i>At final payment, apply this portion to rent: \$ _____</i> <i>Retain for cleaning: \$ _____</i>	Rent: \$ _____ GE Tax: \$ _____ TA Tax: \$ _____ Total w/tax: \$ _____ <i>At final payment, apply to rent: \$ _____</i> <i>Final payment: \$ _____</i>
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PAYMENTS: We accept all credit & debit cards *except* American Express. No checks. Payment of the **deposit** will confirm your reservation. Go to www.kapehu.com/payments.html and click the “Pay Now” button. Enter the deposit amount shown above and invoice number _____ (your 6-digit check-in date), then your card info. A receipt will go to the email address you enter.

The **final rent payment** is due on or by 2 days before check-in. You can pay it sooner if you prefer. We'll email you a reminder 2 weeks before check-in. We do not store credit card numbers, so it will be up to you to make the final payment at www.kapehu.com/payments.html.

A few days before you arrive, you'll contact our on-island property manager Kealani La'a at 808-365-6902, and tell her what time to meet you at the property to check you in. Kealani will be your on-island contact, and the person to call if you need anything during your stay.

Questions? Call Marcy at 505-688-2000 or email kapehuretreat@msn.com. Mahalo!