



Mail to: 3300 Harvey Rd Huntington, WV 25704

Office Hours: 10 - 3 Monday Through Saturday

Call: (304) 522 1244 **Fax to:** (304) 523 6115

Email to: reservations@heritagefarmmuseum.com

www.heritagefarmmuseum.com

Rental Policies

Deposit/Rental Rules

- In order to confirm your reservation, you agree to pay a 50% deposit up front, with the remaining balance due 30 days before your scheduled arrival.
- You agree to respect our policy of NO ALCOHOL, SMOKING, OR PETS inside our facilities.
- Heritage Farm will not be held liable for any weather or road-related incidents that may interrupt or prevent your stay.
- You agree to accept all liability for any damage beyond normal wear and tear during the use of the property. You understand that these costs will be charged to the credit card used to secure the rental in the absence of another payment arrangement.

Cleaning Fees (this list is non-exhaustive)

Extra cleaning Fee \$50: per extra hour of cleaning required.

Damage Fee: Any damage to the building or to furniture that requires significant repair, will incur a fee commensurate with the cost of repair as determined by our maintenance staff. We thank you to be respectful of your rental(s)!

Changes to Existing Reservation

Date Change/Building Change: Changes to any of the dates or buildings rented on your reservation may be requested and granted at management's discretion (subject to availability). There will be a \$50 processing fee for any post-reservation changes, and management reserves the right to charge extra fees for multiple date/building changes.

Cancellation: Your deposit will only be refunded, less a \$100 processing fee, with a written statement of intent to cancel your existing reservation **30 days before your scheduled arrival date**. Cancellations after this period may not be refunded their deposit. For multiple buildings, **90 days written notice** will be required.

Refund Policy

We cannot guarantee against mechanical failure of heating, air conditioning, or other appliances. Please report any inoperative equipment to our office immediately. We will make every reasonable effort to have repairs done quickly and efficiently. No refunds or rent reductions will be made due to failure of appliances or equipment. No refunds for early departures (less days than reserved). No refunds will be given for delayed arrival.

I, the undersigned, agree to all policies, rules, and guidelines set out above, and to be held financially responsible for any damages or fees I incur if any of the above rules are not followed. (Fax, mail, or email to addresses above)

Name on Reservation/Dates and Buildings Reserved

Signature

Date