

Ann's House
3051 Westwood Northern Blvd Cinti OH 45211

Reservation Agreement

Date: _____

To: Group: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

1. This Reservation Agreement is a Binding Contract: By signing this Reservation Agreement below and returning it to Ann's House, you indicate your Group's binding agreement (individually and collectively) with the following terms and conditions:

2. Reservation Dates: From _____ To _____ *Your Group's reservation is not confirmed or secured until Ann's House has received this Reservation Agreement signed by an authorized Group representative along with the required deposit.*

3. Booking: To place a booking with us the guest must be at least 18 years of age. The maximum number of staying guests per room is _____. Where the person making the booking is different than the guest taking up the occupancy, the person making the booking may be held responsible for cancellation, non-arrival and damages as set-out within. Only the guest and/or the named booking party are allowed to use the property and its facilities, any third party visitors are only allowed access by permission.

4. Reservation Headcount: You have informed us that your Group's event will include _____ individuals who will spend the night at Ann's House (a minimum of \$125.00 is required to reserve the Ann's House building) and _____ individuals who will not spend the night at Ann's House ("commuters"), including any group facilitators.

4. Calculation of Event Fee: The fee for your Group's event is \$ 250 per overnight guest per day in a single room and \$ 200 per overnight guest per day sharing a double room for a total event fee of \$ _____ (based on the above Reservation Headcount number). Your Group's Final Event Fee will be calculated at the same per-person, per-day rates based on the Final Headcount number you provide to us. The Event Fee does not include meals.

5. Final Headcount and Final Event Fee: You must provide us with the final headcount for your Group's event **at least 10 days prior** to the start date of the event or _____ by _____. Your Group's Final Event Fee will be calculated according to your Final Headcount number (or by the original Reservation Headcount number if no other Final Headcount number is

provided to us). Your Group is responsible for paying the full amount of the Final Event Fee based on that Final Headcount number. Your Group may thereafter add additional guests to the headcount provided there is space available. **Reducing the headcount less than 10 days prior to the start date of your Group's event will not reduce the Final Event Fee for which your Group is responsible.**

Please note that we require a SINGLE FINAL PAYMENT for your group's stay, and not multiple payments from individual group members.

6. Meals: Ann's House does not provide meals. However, complementary coffee, tea, water and a list of surrounding restaurants will be provided. A personal chef can also be provided at an additional cost.

7. Personal Chef: In order to accommodate special meal considerations for your Group, a personal chef can be available at an additional cost. A non refundable deposit will be due based upon meal requirements. It is necessary that the personal chef receive your request _____ 10 days to the start date of your event or by _____. *If we receive less than _____ days' notice concerning your desire to hire a personal chef, we cannot guarantee the chef will be able to accommodate that request.*

8. Required Deposit: Your Group must submit a 25% non-refundable (see exceptions below under Cancellation Policy) deposit of \$_____, in order to secure this reservation. Credit card payments may be made online via juniacompany.com. Your Group's reservation is not confirmed or secured until Ann's House receives the applicable deposit amount in full. **Please send the deposit ASAP.**

9. Final Payment: Payment in full of your Group's Final Event Fee is required on or before the start date of your Group's event. Payments may be made by cash or money order payable to Junia Company. Credit card payments may be made via square at the facility._____

10. Cancellation Policy: Ann's House Reservation Agreement cancellation policy is as follows:

If your Group cancels this Reservation Agreement for any reason with at least sixty days/ 2 months' written notice to Ann's House prior to the start date of your event, your deposit will be refunded less a \$75 administration fee. All other cancellations will result in the forfeiture of your deposit.

If your Group seeks to cancel this Reservation Agreement for any reason with less than 30 days' written notice to Ann's House prior to the start date of your event, your Group will be assessed a \$150 cancellation fee in addition to your forfeited deposit.

If your Group seeks to cancel this Reservation Agreement for any reason with less than 10 days' written notice to Ann's house prior to the start date of your event, your Group will be responsible for paying the full amount of the Final Event Fee.

For any cancellation where deposits are forfeited, Ann's House will try to rent its facilities to another group covering some or all of the dates of your Group's reservation and will refund any amounts it is able to recover by doing so.

11. No Downward Adjustments: Except for what is provided above, no other fee adjustments under this Reservation Agreement shall be made for any of the following: late arrivals, early departures, rooms not used due to late cancellations or "no shows" and/or meals provided by the personal chef, not being taken in whole or in part.

12. Potential Additional Charges: Additional charges may be assessed to your Group for: additional or extraordinary cleaning and/or any repairs necessitated by the action or negligence of anyone in your Group, and/or extraordinary set-up/take-down or staff services required by your Group's event. *Please be sure to bring everything your Group will need for its program; there may be an additional charge for photocopies, writing materials or other supplies, if available.*

13. NO SMOKING: Smoking is not permitted inside Ann's House or anywhere on its grounds. We are a non-smoking facility.

14. Ann's House Personnel: While an Ann's House representative will be available to assist your Group with checking in by phone, there may not be an on-site person to greet you at your arrival. Your Group will receive an access code to the property and contact information to reach someone in the event you need assistance.

15. Your Responsibility: It is your Group's responsibility to supervise all group participants during their entire stay at Ann's House. Your Group will pay for any damage, loss or excessive wear to any property at Ann's House caused by any member of your Group. Payment of damages will be assessed from credit card on file

16. Use Policies: Your Group may use only the areas designated by Ann's House and shall comply with rules and regulations established by Ann's House. Your Group shall use Ann's House facilities with care and consistently with their intended purpose. Guests will not move, remove, or change furniture, pictures, wall hangings or other room decoration without the consent of the owners. Pets and other animals (excluding pre-planned, leashed service animals) are not allowed. Your Group will leave the facilities in a clean, tidy and undamaged condition, including removing all of your Group's personal property and disposing of all trash in a sanitary and safe manner. Please report any facility problems arising during your Group's event immediately to Ann's House personnel.

17. Ann's House Disclaimers: Your Group agrees to use the facilities at its own risk. Ann's House will not be responsible for any personal injury, loss of or damage to property sustained by anyone in your Group or by any employee, agent, guest, or invitee of your Group. Your Group agrees to hold Ann's House harmless for any such injury, loss or damage to the full extent

permitted by law, and your Group agrees to hold harmless, indemnify and defend Ann's House, its representatives and agents from any and all claims, demands, suits, actions and liability, including, without limitation, attorneys' fees arising out of or in connection with (i) any act or omission of your Group, its employees, agents or invitees, and (ii) any breach of this Reservation Agreement by your Group. Should your Group or any of its employees, agents, guests or invitees choose to consume alcoholic beverages before, during or after your Group's event at Ann's House, Ann's House shall not be responsible for any injury, loss or damage caused, directly or indirectly, by such consumption of alcoholic beverages, and your Group and all its employees, agents, guests, invitees and their respective heirs, successors and assigns shall hold harmless, indemnify and defend Ann's House for any such injury, loss or damage to the full extent permitted by law. Also, Ann's House will not be responsible for any items left behind by your Group.

18. Termination: Ann's House may terminate this Reservation Agreement immediately if your Group fails to comply with the terms of this Reservation Agreement or uses the facilities in any manner Ann's House believes is inappropriate or improper. In the event of termination, your Group shall immediately vacate the facilities and remove all personal property from the facilities.

19. No Modifications: This Reservation Agreement may not be modified except in writing, signed by both parties.

20. Integration Clause and Governing Law: The parties agree that this Reservation Agreement constitutes their entire, integrated agreement concerning the subject matter covered, and shall be governed by and construed in accordance with Ohio law.

Please note that our facility can also be booked through **Air BNB**.

Agreed, as written, by:

Authorized Signature for Your Group

Date

Printed Name

Agreed and approved by:

Authorized Signature for Ann's House

Date

Printed Name