

**CAMPING CABIN RESERVATION REQUEST
AND RESPONSIBILITY AGREEMENT**

Date Issued: _____

Instructions:

- Read the enclosed Information Sheets.
- Read, complete, and sign this form.
- Return the completed forms, along with payment to:

**City of Sanborn
102 Main Street
PO Box 548
Sanborn, IA 51248**

***Payment for a deposit of \$65.00 plus the full Rental Fee of \$125.00 x _____ number of nights, totaling \$_____ has been included.

I understand that if payment is not received within two weeks, my request will be cancelled, and the dates will become available for another reservation.

I am agreeing to reserve the Miller Park Cabin

Requested Dates: _____

Check Out Date: _____

Number Of People In Your Party

Adults: _____

Children: _____

Responsible Persons

Name: _____

Address: _____

Telephone: _____

Email: _____

I, the undersigned, being 21 years of age or older, am authorized to make this reservation request for the above-noted group/organization. I agree to deposit with the Sanborn Park Board a security deposit in the amount of \$65.00. I agree that this deposit may be applied by the SPB to wholly or partially satisfy any cleanup costs and/or damage to its property caused by the person utilizing the above-listed cabin. Further, I understand that if damages exceed the deposit, I, the Undersigned, will be held responsible for full payment. I understand this reservation will not be processed without deposit and rental fee payments. Sanborn Park Board reserves the right to enter the cabin in cases of safety, maintenance, or security problems. Failure to clean up the facility and grounds or failure to comply with any posted park rule may result in forfeiture of all or part of the deposit. I agree to assume full responsibility for the acts, negligence, or omissions of members of the above listed group while using the cabin.

Signature: _____

Date: _____

CITY OF SANBORN OFFICE USE:

Received by: _____

Date: _____

**LOCK CODE* _____

Rental Paid: _____

Deposit Paid: _____

Confirmation Mailed: _____

Sanborn's Miller Park Cabin Information

Details

Location: Miller Park, Sanborn, Iowa

Size: 26'x24' with a 10'x24' patio

Electric heat and central air conditioning

Cable and WiFi

The person responsible for renting the cabin must be at least 21 years of age. Parents or legal guardians must accompany persons under 18 years of age for the entire reservation period.

Furnishings and Capacity

Beds: The cabin has seven beds; 3 queens and 4 twins, for a sleeping capacity of 10 people. Professionally laundered linens are provided for each bed.

Kitchen: The cabin includes a microwave, coffee maker, crockpot, toaster, cooking and eating utensils, glasses, mugs, plates, silverware for 12, a standard sized refrigerator and stove, kitchen sink, and a table with 4 chairs.

Living Room: 42" LED TV, a couch, loveseat, and coffee table.

Bathroom: The cabin has a full bathroom with complete facilities including a tub/shower combination and a vanity with mirror. **Towels will need to be provided by the renter.**

Patio: The patio area provides a picnic table, a fire ring, and one charcoal grill.

Reservations

Reservations can be made 365 days in advance. You can make your reservation by placing a call to City Hall at 712-930-3842, or in person at City Hall. NO RESERVATIONS WILL BE ACCEPTED FROM THE TELEPHONE ANSWERING MACHINE, EMAIL, OR FACEBOOK UNLESS A REPRESENTATIVE OF CITY HALL CONFIRMS YOUR RESERVATION. Rental fee is due at the time of your reservation request, and upon signing of the cabin rental agreement.

Rental Fee

\$125 per night for weekdays

\$125 per night on weekends (2 night minimum stay required)

\$125 per night on holidays (3 night minimum stay required)

Deposit Required

\$65 deposit fee is required at the time of reservation.

Rental Fee Refunds

The rental fee will be returned in full if cancellation occurs due to circumstances beyond yours or the Park Board's control.

Deposit Fee Refunds

If a reservation is cancelled at least 10 days prior to the reservation, 100% of the deposit will be refunded. A cancellation of less than 10 days prior to the reservation is eligible for a 50% refund.

Check In & Check Out Times

Renters may check in to the cabin at 3:00 pm Monday-Saturday, and 5:00 pm on Sundays and holidays.

Renters are required to check out by 11:00 am Monday-Saturday, and 2:00 pm on Sundays and Holidays.

Check In & Check Out Procedures

A checklist is posted on the inside of the cabin door, and you will also be given a copy of the checklist that will include your cabin entry code on the day of (or day before) your reservation. Renters are responsible for following and completing all items on the checklist. Your cooperation is appreciated!

Parking is available at the cabin. Any other vehicles should be parked in the parking lot.

Other Regulations

- No keg beer allowed in the cabin (or in the park)
- NO SMOKING IN THE CABIN
- NO PETS IN THE CABIN
- Maximum number of occupants in the cabin is 10.
- Maximum length of stay is 14 consecutive nights.
- One tent will be allowed at the cabin site.
- All of Sanborn City rules and regulations will apply to cabin renters and their guests while occupying the cabin.
- Sanborn Park Board reserves the right to have its employees enter the cabin in case of emergency, maintenance, or security problems.
- Sanborn Park Board is given the authority to refuse rental privileges and rescind all rental permits for cause.
- Renters are responsible for all damages to the cabin and its furnishings that occur during their stay.
- Sanborn City Employees reserve the right to refuse service to any paid or unpaid guests and to have them vacate City property for just cause.

A \$350.00 fine will be assessed for allowing pets or smoking during your reservation.

For more information, please contact Sanborn City Hall at 712-930-3842

Cabin Checklist

1. Coffee Pot Unplugged
2. Stove Turned Off
3. All Garbage Picked Up and Taken Out
4. All Tableware Washed & Put Away
5. TV's Turned Off & Remotes Back on Stand
6. Lights Off
7. Removal of All Personal Items
8. Lock Door Upon Departure

Thank you for your stay and participation in the cabin checklist!

To unlock the door, enter your 5 digit code followed by the # sign.

CODE: _____

Once you are in the cabin, you will see a button on the inside of the door handle. Press the button TWICE and it will flash green. This means the door will remain unlocked. Press the button ONCE and it will flash red, and the door will lock and remain locked.

Please Remember: **No Smoking & No Pets**