



# THE COTTAGES AT BERRY

Berry College Student Enterprises, LLC

P.O. Box 490083  
Mt. Berry, GA 30149

Office: (706) 236-2241  
Fax: (706) 802-6736

## Group Agreement Contract

As the primary contact for this group, I hereby agree that I shall be individually responsible for compliance with all rules, policies and procedures, and authorize any fees or charges incurred based upon the information below to be applied to the credit card provided for the group:

1. Please note that for any group reservation, we will only accept one payment for all rooms booked.
2. A group rooming list must be completed and returned to The Cottages at Berry two weeks prior to your stay. This should include information indicating which guest will stay in what room, arrival and departure dates, as well as whether the guests will pick up their own keys or if the primary contact will collect the entire group's all together.
3. A cancellation fee of 20% per room, per night is applied to all reservations cancelled within two weeks of the date of arrival. Fees will be charged to the provided credit card on file.
4. The President's Office holds the authority to reserve Frances Cottage on five days notice. You acknowledge this and agree that should your reservation include Frances Cottage, it is your responsibilities to have substitute lodging for those guests should Frances Cottage become unavailable. The Cottages at Berry shall have no responsibility for any changes or expenses incurred due to such circumstance.
5. Please keep in mind that Berry College is a dry campus, therefore no alcohol is allowed on Berry College property. Additionally, all cottages and porch areas are a smoke free facility. Any indication of smoking in the rooms will result in \$100 fee per room. Charges shall be applied to the provided credit card on file.
6. Please do not remove any furniture in the cottages. The furnishings are antiques and are very fragile. The Cottages at Berry reserves the right to apply additional charges for any damages, violation of contract provisions and/or excessive clean up.
7. The Cottages at Berry maintains a stringent check-out policy. We ask that all guests be out of their rooms by 11:00am. Late check-outs may be authorized in certain cases; in these instances a service fee of \$25 will apply. Late check-outs will not be granted for any later than 1:00pm.
8. Do not feed or pet the wildlife at any time. Pets are prohibited in the cottages.
9. Keys are required to be turned in at the Reservation Desk upon departure. All keys not returned, lost or broken will result in a \$25 charge per door for re-keying locks.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_