



Thank you for booking your vacation with us! Please read the information below to acquaint yourself with policies, procedures, and amenities.

DURING YOUR STAY:

**Question? Concern? Something not working?
Call us at 866-990-7092, and press 3.**

CHECK-IN and CHECK-OUT:

Check-in is at 3pm. You may drive directly to your cottage where you will find the door unlocked and the keys in a bowl on the dining room table along with some helpful information about your cottage and the surrounding area.

For check-in, if you arrive early (but after 11am) you may be able to park at the property and enjoy the area on foot but please check with us ahead of time. Sometimes we can accommodate an early check-in, but in the summer months we need that time to clean and prepare the property for you to enjoy.

Check-out is at 11am. Please leave your keys in the bowl on the dining room table and leave the door unlocked when you leave.

We cannot accommodate late check-out. Thank you in advance!

PAYMENT SCHEDULE:

We require a 50% deposit at the time you book your stay with us. The balance is due one month prior to your stay.

LINENS:

Bed linens and towels are provided. We provide sheets and blankets as well as towels. If you want big beach towels or blankets please bring your own. You're welcome to dry your towels outside if you need to. Be conscious of how you use your towels as we only provide the ones you have upon arrival. You're welcome to wash them if you want to refresh them.

LAUNDRY:

If your cottage contains a washer/dryer you are welcome to use it as-needed. A limited amount of detergent is provided with additional detergent available for purchase at The Cottage Island Market. If your cottage does not contain a washer/dryer, there is a Laundromat in downtown Newburyport on Water Street.

**TRASH:**

Any trash should be removed and placed in the appropriate outdoor receptacle. For some of our properties an outdoor trash barrel is provided, for others there is a shared dumpster.

CLEANLINESS:

We are not a hotel. These are vacation cottages that we care for ourselves. If you break something, please let us know. Excessive mess will result in additional cleaning fees. Please do all dishes and put them away. We provide dust pans, brooms, a limited amount of paper towels and cleaning supplies for you to use during your stay. If you run out of paper towels or toilet paper you may purchase them at The Cottage Island Market or at another location of your choice. Thank you in advance for your consideration.

BEACH GEAR AND TOYS:

We provide two beach chairs per home. Please bring your own additional chairs and umbrellas for use on the beach. We do not provide them. We suggest bringing your own coolers and beach toys as well. We do have a small amount of beach toys in each home.

SMOKING:

There is no smoking inside the home or in the backyard. If you would like to smoke you are welcome to do so on the beach or just off of the property. We want to prevent fires and preserve the comfort of our non-smoking guests. E-cigarettes may be used outside on the property but not inside the building.

PETS:

We do allow pets for a \$40 fee. Please clean up after your pets and do not allow them to roam freely. Plum Island has a leash law so pets must be leashed at all times. Excessive barking may result in us asking you to find a doggie day care for your furry family member if it's disturbing our neighbors. Plum Island does not allow dogs on the beach in the summer months so take note to avoid a fine!

FIRE PITS and BBQs:

We do not provide charcoal or fire wood. If you'd like to bring your own, that's awesome! It is also available for purchase at The Cottage Island Market. Propane is provided for the properties that have gas grills. Please be very careful when using the fire pits and BBQ. Pay the utmost



attention to open flames and properly extinguish the fire when you are finished enjoying it. Toasting marshmallows and cooking outside is strongly encouraged!

NOISE and PARTIES:

We DO NOT allow parties whatsoever. If you are having additional guests over night you must clear that with us as we do have additional guest fees over a certain number. We respect our neighbors and the other guests and want everyone to have fun and get a good night's rest. If you want to stay up late and have fun with your friends please head over to the P.I. Beachcoma to enjoy their bar area. The beach is a great place to hang out too but remember that there are no fires or alcohol allowed on the beach. Please respect the home and the property as well as the adjacent homes. Enjoy yourself and have fun, but this is not a party house. Quiet hours are between 10pm and 8am.

CANCELLATION POLICY:

If you must cancel your stay and it is *before* 30 days prior to your check-in date, you will be charged 25% of the overall cost of your stay. If you cancel your stay 15-30 days prior to your check-in date you will be charged 50% of your overall stay costs. Canceling less than 15 days prior to your check-in date is non refundable. This policy is firm and non-negotiable.

DEPARTURE INSTRUCTIONS:

1. Remove all garbage to trash cans outside.
2. Load and run dishwasher or wash all dishes.
3. Turn off lights and return AC to original temperature.
4. Close and lock all windows and outside doors.
5. Adhere to 11am check-out time. Our cleaning crew is on a very tight schedule.
6. Place your keys in the bowl on the dining room table and leave the door unlocked behind you.

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