



631 3<sup>RD</sup> AVENUE NE | STAPLES, MN 56479 | 218.894.4444

## Retreat and Group Rental Policy

### **Weekend Retreat Fee**

The Landmark Inn offers retreats from Wednesday to Sunday, with clear and individual pricing for each participant. Our rates are competitively priced at \$40 per day, per person, totaling \$200 for the full retreat duration per person. For those unable to commit to the entire retreat, we offer a shortened stay option at a minimum charge of \$150.

We ideally accommodate groups of 10, though our facilities can comfortably host up to 21 guests. For groups smaller than 10, we encourage you to contact us to discuss arrangements. The group coordinator is responsible for collecting the retreat fees from each participant and submitting a single consolidated payment to us. To facilitate this, we will provide a spreadsheet for tracking payments, which must include each participant's name, address, phone number, and email address. Submission of this completed spreadsheet along with the collective payment is mandatory for all groups staying at The Landmark Inn. *Please send the necessary information, the payment check, and the completed spreadsheet to:*

The Landmark Inn  
631 3rd Avenue NE  
Staples, MN 56479

Please ensure that you provide complete contact information along with your payments. This should include the spreadsheet you were provided listing the names, addresses, phone numbers, and email addresses of all guests. Providing this information is a mandatory condition for staying at my property.

### **Payment**

The rental payment terms are as follows: Each renter is required to pay a deposit amounting to 50% of the base rental fee. This deposit must be paid within one month of making the reservation or upon signing the contract, whichever is earlier. The remaining balance of the rental fee is to be paid no later than one month before the rental date. Any additional charges incurred must be settled at least seven days before the rental period begins.

Be aware that all deposits are non-refundable. However, if there is a necessity to postpone due to extreme weather conditions like floods or blizzards, which present a danger to personal safety, the deposit can be shifted to an alternate date for the retreat.

Should a registrant be unable to attend on their booked dates, they are permitted to arrange for another person to take their place. It is the duty of both the original registrant and their replacement to manage the payment exchange between themselves.

### **Retreat Coordinator ~ Bonus**

The Retreat Coordinator, who undertakes the task of organizing the retreat, is acknowledged for their efforts with a special incentive: a 50% discount on their weekend stay. This offer serves as a significant motivator for coordinators to reach out and organize a group retreat. It's important to note that this bonus discount is exclusively available when the retreat includes a minimum of 10 guests who are paying the full rate, in addition to the coordinator. The maximum number of guests we can accommodate at the retreat is 21.

### **Check In and Check Out**

The official check-in time is 6:00 AM (12:00 PM for other retreats). While I aim to accommodate varying schedules, it's best to discuss any specific needs in advance of your arrival. For your convenience, a lock box containing the key is available. Departure times are also flexible, but a departure by 8:00 PM is suitable. Please be aware that I might need to arrive earlier to collect the bedding.

### **Tables and Chairs**

The Landmark Inn will provide 2 tables or more, chairs, and Ott lights for 10 crafters.

### **Alcohol**

Alcohol consumption is permitted at The Landmark Inn in moderation.

### **Smoking and Vaping**

Smoking and vaping are permitted outside the building only. Please ensure all related waste is disposed of in the designated can located outside the front door. Renters are responsible for cleaning up any smoking or vaping remnants from the grounds after their event.

### **Pets**

The Landmark Inn does not allow pets. But the Four-Legged Lodge, 6 miles away, would be happy to host your pets during your event, pets love going there.

## **Crafting**

Please refrain from using glitter and confetti. It lingers everywhere far after you have gone.

## **Parking | Loading | Unloading**

The Landmark Inn will provide off-street parking for approximately eighteen vehicles. Please make your guests aware of winter parking rules, of even-odd beginning at midnight every night October 1 through May 1. The Landmark Inn's address ends with an odd number therefore parking is on the same side of the street as the Landmark Inn on odd-numbered days and on the even-numbered address side of the street on even-numbered days. 631 3rd Ave. NE.

Unloading | Loading: Use extreme care when unloading | loading. Park parallel to the building (see picture), DO NOT block the alley or the neighbor's garage or car, at any time. THERE ARE NO EXCEPTIONS. A cart is provided.

## **Accessibility**

At the rear of the building, accessible via the alley, there is a handicap accessible entrance that also serves as a loading and unloading zone. This entrance leads directly into the Butler's Pantry. If any of your guests need to use this handicap entrance, please inform your host in advance. It's important to familiarize yourself with the specific guidelines for using this entrance, especially since the adjacent parking area does not belong to The Landmark Inn. Informing the host about the use of this entrance will help in making necessary arrangements to ensure sufficient accommodation for your guests.

## **Photographs and Publicity**

Renter on behalf of themselves and all their guests grants the Landmark Inn the right to photograph the event and any guests attending the event. The Landmark Inn has the right to utilize these photographs in any advertisement without compensation to Renter or Renter's guests. Renter agrees to hold harmless and indemnify the Landmark Inn for any claims resulting from the use of such photographs.

## **Clean up and departure**

Coordinators, it's essential to form an effective cleanup crew and strategy, as teamwork greatly simplifies the task. Renters are responsible for ensuring that The Landmark Inn is left in a state closely resembling its condition upon their arrival. This includes a thorough disinfection process, which involves wiping down all surfaces, including tables, countertops, refrigerators, and bathroom areas. It's also important to inspect outdoor spaces for any debris. All garbage and recyclables from areas such as the kitchen, bathrooms, and bedrooms must be disposed of in the appropriate bins located outside the back door, accessed through the butler's pantry. Sweep floors as needed and ensure that all furniture is rearranged back to its original position.

Beds should be stripped, with any necessary spot cleaning done. Place sheets and pillowcases in the basket located in the hallway, and fold comforters neatly. Used towels and related items must go into the designated towel basket.

Finally, renters must ensure that all personal items are removed from The Landmark Inn by 8:00 pm on the last day of their stay.

**Contact 24-hour Availability**

The Landmark Inn – Janet Kiley is available 24 hours a day in case of emergencies. 218.894.4444.

**Damage and Liability**

The Landmark Inn is not responsible for any damage or loss of any merchandise, articles or valuables belonging to the hosts or to their guests located on the premise during or after any function. The client agrees to be responsible for any damages incurred to the Landmark Inn premises and or property by the host, his guests, independent contractors, or other agents that are under the client’s control. An additional security deposit may be required depending on the event.

*Thank you for spending time at the Landmark Inn! You are truly appreciated.*

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Signature(s)

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Date