

## Cottage Rental Information

### **Checking In**

Cottage check-in begins at 4:00 p.m. Check in at Weekapaug Inn where, upon arrival, you will be greeted by our guest relations team and receive your keys and temporary membership cards. From there, you will be personally escorted to Salt Spray Farm where a brief orientation will be conducted.

Requests for an earlier check-in or delayed check-out must be approved in advance by your VIP Relations Manager.

In the event of an early arrival, cottage guests are welcome to store their luggage and use the resort facilities.

### **Maximum Occupancy**

Please be aware that there is a legal maximum occupancy allowed in your cottage (usually two guests per bedroom or sleeping room unless otherwise approved by the cottage owner). The maximum occupancy is stated on your rental agreement and will be strictly enforced.

### **If You Have Guests**

Please remember, for your invited guests to access Ocean House and/or Weekapaug Inn, it will be necessary to contact your VIP Relations Manager to arrange guest passes at \$20.00 per guest, per day.

### **Privileges**

Cottage guests are eligible to attend Ocean House and Weekapaug Inn special events, dining outlets and weekly resort activities. At our private golf facilities, cottage guests may arrange tee times at prevailing rates. Cottage guests may enjoy the private beach, pools, showers and dressing areas as part of their membership. Other facilities are available at applicable rates.

### **Personal Essentials**

Please be sure to include paper products when shopping for your vacation. Linens, towels and “start up” supplies are included in the cottage for your convenience. Paper products, trash bags, personal amenities and groceries for your stay are not included in the rental.

### **Trash, Landscaping and Pool Maintenance**

Services are performed on a regular schedule determined by the cottage owner. Some cottages have heated pools. Notify the resort in advance if you desire to heat the pool for an additional fee. It will take approximately 48 hours to bring the pool to a heated temperature.

Garbage collection occurs on Monday, Wednesday and Friday. Please place all garbage in the green receptacle provided. Please note that the service provider will not service any receptacle filled over capacity or with the lid ajar.

### **Pets**

Pets are not permitted at some of the cottages. When making a cottage reservation, please inquire with a hotel representative as to whether a pet is permitted. In the event that we are unable to accommodate a pet, we are happy to suggest local kennels that will be able to.

### **Deposit and Cancellation Policy**

A deposit equal to one night's room rate and tax is due at time of booking. 100% of the rental fee is due in instances where arrival is less than thirty (30) days from the time of booking. Guest may cancel this agreement by giving a minimum of sixty (60) days written notice before the date on which the occupancy is to begin. Cancellation fee within 60 days is 50% of the booking total. Any cancellations within 30 days is 100% of booking total.

- a. No reservation deposits may be refunded or transferred if a reservation is cancelled within sixty (60) days of check-in
- b. Reservation deposit may be applied to a future occupancy only upon specific approval of owner
- c. A valid credit card and authorization sufficient to cover all Cottage charges and resort charges are required at the time the reservation is made
- d. A deposit of 1 night room rate plus tax is due at time of booking.

### **Checking Out**

Please check out before 10:00 a.m. to avoid additional rental fees. Before you leave the cottage, dispose of all food items, turn off all lights and small appliances, secure windows and entries, and leave all keys at the Ocean House Front Desk to avoid re-keying charges.

### **Functions**

To protect the cottage owners' property and to maintain the quiet, residential nature of Watch Hill, functions are limited in rental cottages and must be catered by the Ocean House.

So that rental guests may entertain in the home in small numbers, we have defined a function as a gathering having invitees totaling more than 1.5 times the maximum occupancy of the cottage—so a small dinner party is fine. If you would like to entertain a larger group, a few cottage owners have agreed to allow functions for an additional fee and on the condition that the function is organized and supervised by Ocean House. Please call our Catering and Conference Services department (401-584-7250) to discuss options and plan your function.

### **Resort Membership**

Ocean House Club membership, for the term of the rental agreement, is included as a part of the Ocean House Cottage rental experience. Upon check-in, cottage guests will receive two sets of keys, each with a Club Member key fob that allows access to all facilities. All charges will be billed to the name on the reservation. If separate billing accounts are needed, please notify your VIP Relations Manager in advance of your arrival to avoid a delay in processing the cards.

Club access is an exclusive privilege afforded only to Ocean House members, hotel guests, and cottage rental guests specified in the rental contract.

### **Rental Equipment**

If a crib, highchair, or other specialty equipment is needed, please notify your VIP Relations Manager in advance of your arrival.

### **Maintenance, Repairs and Housekeeping**

Your cottage is thoroughly prepared and inspected prior to your arrival. However, if the cottage does not meet your expectations or a mechanical malfunction occurs, please notify your VIP Relations Manager immediately so we may correct the problem. Daily, light housekeeping services may be arranged for an additional charge. Light housekeeping services include dusting and vacuuming of all rooms, cleaning bathrooms, cleaning the kitchen, loading/running the dishwasher, mopping floor, wiping counters and appliances, making beds and changing linens, sweeping porches and patios, wiping off outdoor furniture, emptying waste baskets and placing trash in outdoor receptacles. This service is offered Monday through Sunday, excluding holidays. We require at least two weeks notice to schedule this service. The charge for light housekeeping is an additional charge, not included in your cottage rental cost. Rates are subject to change. You will be billed for this additional service, as follows: 2 bedroom home: \$200 per services 4-6 bedroom home: \$350 per services Fresh towels and linens are available for \$50 per bedroom