



**The Pines Retreat, LLC**  
2780 W Highway 30  
Ellendale, MN 56026

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# Reservation Request

**I undersigned understand and agree to the following terms and conditions**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Responsible for contract signature and payment)

Number of Attendees: \_\_\_\_\_

Max Capacity 10

Requested Arrival Date: \_\_\_\_\_

Requested Departure Date: \_\_\_\_\_

## Retreat Purpose

- Quilting
- Scrapbooking
- Crafts
- Other

Check all that apply

**Responsible Party** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign and email or mail to:

**Bev Dobberstein**

**bev@thepinesretreat.com**

**PO Box 171, Ellendale, MN 56026**



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## Rates

Sunday to Thursday - \$300 per night

Friday and Saturday - \$500 per night

**Not Included in Rates:**  
**Processing fee for CC**  
**Steele County Taxes: 7.38%**

The rates are a flat fee. It does not change depending on the number of attendees.  
See the cancellation page!

### **Please Note**

**A \$300 deposit and a completed contract are required to secure your dates.**  
**The remaining balance must be paid 45 days before the reservation date.**

## Check In/Out

**Check-in time is 9:00 AM**  
**Check-out time is 1:00 PM**

We can accommodate flexibility if these times do not suit your needs, but it must be preapproved.

Please note that any adjustments do not affect pricing.

**Responsible Party** \_\_\_\_\_

**Bev Dobberstein**

**bev@thepinesretreat.com**

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## Cancellations

Thank you for choosing The Pines Retreat for your getaway. However, I understand that sometimes unexpected events can lead to plan changes.

**Here's our cancellation policy explained clearly:**

1. If you cancel or reschedule your retreat 60 days or more before the start date, you will receive a full refund of the fee minus a 4% processing fee.
2. If you cancel between 60 and 30 days before the start date, you'll receive a 50% refund of the fee minus a 4% processing fee.
3. If you cancel between 30 and 60 days before the start date and we're able to schedule another retreat, we'll refund your fees minus a 4% processing fee.
4. If you cancel less than 30 days before the start date, unfortunately, all fees are non-refundable.

**Responsible Party** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign and email or mail to:

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## Pop In Notice

I like to "pop in" to see how things are going. I would love to meet everyone and see what you are working on!

This is a great time to let me know if you need anything or have any questions about how things work.

**Pop In Times are Generally:**

10:00 am - 5:00 pm.

**Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_

However, I respect your privacy. Please sign below if you prefer me not to "pop in" unless it's an emergency.

**Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign one option only.**

Please sign and email or mail to:

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## Before You Leave

Please ensure that you leave the house as you found it. Cleaning supplies can be found in the pantry if needed.

Perform a final walkthrough to ensure that you leave nothing behind.

### **KITCHEN:**

- Make sure all dishes are washed and stored away. It's acceptable to start the dishwasher before departing.
- Dispose of all garbage and recycling. (Trash cans are located behind the garage.)
- Please use bags to contain garbage before placing them in the trash can. Bags can be found under the sink.
- Take all leftover food and drinks with you. Any remaining items will need to be discarded.
- Check the stovetop, oven, and microwave for spills and wipe them up.

### **Bedrooms and Bathrooms:**

- Remove sheets and pillowcases from beds and place them in the hampers located in the laundry room.
- Make sure towels and sheets are separated; there are two hampers for towels and two for sheets.
- Do not remove the mattress protector.
- Fold the comforter and place it on a chair or bench.
- Empty all garbage cans in the bathrooms.
- Turn off all ceiling fans and lights.

### **Overall Departure Instructions:**

- Make sure all irons are unplugged.
- Double-check that everything is turned off.
- Remember to unplug the irons.

**Bev Dobberstein**

[bev@thepinesretreat.com](mailto:bev@thepinesretreat.com)

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