

Guest Contract



Big Oak Meadows LLC
 7266 Hayes Orangeville Road
 Burghill, OH 44404

Reservation Contract

 **A deposit of 25% is due upon reservation
 **Total balance due must be paid within 30 days of the group's event
 **Day Use requires full payment at the time of reservation

Group Name _____
 Name of Contact _____
 Address _____
 City _____ State _____ Zip _____
 Day Phone _____ Night Phone _____ Email _____
 Date of Requested Use _____ Arrival Time _____ Departure Time _____
 **Please Note: Unless otherwise approved, overnight arrivals can be no earlier than 3:00 pm and departures are to be no later than 12:00 pm. This will allow staff the time needed to prepare for other groups.
 Approximate Number of Attendees: Adults _____ Children _____ Total _____

Meadow Lodge (18 Minimum) _____ 1 Night (Friday - Sunday): \$35.00 _____ 2 Nights (Friday - Sunday): \$50.00 _____ Weekdays (Monday - Thursday): \$25.00 _____ Linens per stay (No Pillow): \$5.00 _____ 4 Hours or Less Day Use \$175.00 _____ 6 Hours of Day Use \$300.00	The Cottage (2 Night Minimum) _____ \$65.00 per night
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**The Meadow Lodge can accompany up to 36 overnight guests and up to 65 guests for day use in the Gathering Room. Any number greater than 65 people requires use of outdoor picnic tables and the 6 hour fee. (i.e. graduation parties, family reunions, etc.). Numbers for day use may not exceed 120 people unless otherwise approved by Big Oak Meadows.
 **Day use is considered between the hours of 9:00 am - 9:00 pm unless otherwise cleared through Big Oak Meadows. Day use cannot be booked greater than 60 days in advance in order for Big Oak Meadows to maximize its overnight booking opportunities

For Office Use Only Below This Line

Deposit Amount _____ <input type="checkbox"/>	Check # _____	Balance Due _____	
Deposit Received _____	<input type="checkbox"/> Cash	Balance Due Date _____	
	<input type="checkbox"/>	Balance Received Y / N _____	Init _____