



# Casa Mariposa

## RENTAL & SECURITY DEPOSIT AGREEMENT

### Contact & Booking Details:

This is to confirm that I \_\_\_\_\_

(please type or print)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Alternative Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I agree to rent Casa Mariposa during the following dates Arriving on: \_\_\_\_\_ and Departing on: \_\_\_\_\_ for the weekly rental amount of: \$\_\_\_\_\_US Dollars (confirm rate) for the first 8 guests. I agree to pay \$150.00 for each additional guest, for a maximum of 12 guests (if applicable). Children under the age of two are our guests free of charge, but are included in the final head-count. Furthermore, I agree to provide a security deposit of \$750.00 (Seven-hundred and fifty) US Dollars.

My party will include: \_\_\_adults \_\_\_teens \_\_\_ children \_\_\_infants, for a total of\_\_\_ guests.

Please list the names of all the Registered Guests in your party and the ages of all persons under the age of 30:

Registered Guests \_\_\_\_\_ Age

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Will you require: (please circle)

Crib?            Yes            No

High chair?    Yes            No

Stroller?        Yes            No

The High Noon Suite has twin beds that can be put together to form one King-sized bed. Would you like to have the bedroom prepared this way?    Yes            No

Please advise us of your flight details so our administrator and crew have an idea of your arrival:

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Flight Arrival Time: \_\_\_\_\_ Expected Arrival Time at Villa: \_\_\_\_\_ a.m. or p.m.

### Casa Mariposa Rental Policies:

#### Terms of Payment/Cancellations & Refunds:

Reservations require a signed agreement and a 50% RENTAL DEPOSIT within 3 DAYS of booking for confirmation. The BALANCE of RENTAL and the SECURITY DEPOSIT must be received within 60 DAYS prior to the arrival date. Failure to pay RENTAL DEPOSIT, SECURITY DEPOSIT or balance of RENTAL on time could result in loss of reservation and forfeiture of all deposits paid. If reservations are made less than 60 days before arrival, then 100% of RENTAL and SECURITY deposits are required within 3 days of booking.

The RENTAL DEPOSIT, less a \$500 processing fee, is refundable until 90 days prior to the arrival date. Cancellations between 61-90 days of arrival are subject to a 50% surcharge of the total RENTAL amount. Cancellations between 31-60 days of arrival are subject to a 75% surcharge of the total RENTAL amount. Cancellations less than 30 days of arrival are subject to a 100% surcharge of the total RENTAL amount.

Reservations for the Christmas and New Year's holidays require payment in full within 3 days of booking for confirmation, and are subject to 100% surcharge regardless of time of cancellation. In the event of a cancellation, we will make every effort to rebook the time. Should we be successful, the rental fee will be returned less a \$100 processing fee. 100% of security deposit will be refunded upon any cancellation.

Base rental rates include up to 8 guests. There is an additional \$150.00 charge for each person beyond 8.

#### Security Deposit:

We require all guests to put up a \$750.00 security deposit to ensure the condition of the villa and its contents. After checkout the villa will be cleaned and a thorough inventory taken before the next guests check in. Provided there is no more than reasonable clean up and nothing damaged or missing, then a check for the returned security deposit will be mailed within 14 days. There will be no deduction made for normal wear and tear. It is understood that with the exception of the items mentioned within this agreement, all other damages or lost items will be deducted at replacement cost, which may include but is not limited to labor expense, shipping and importation costs. It is further understood that smoking inside the villa or exceeding the maximum occupancy will forfeit the security deposit.

#### Maximum Occupancy:

The maximum occupancy of the villa is 12 people including infants. Children under the age of two are our guests free of charge but are included in the final head-count. Exceeding this limit will automatically forfeit the security deposit. Couches and cushions are not to be used as beds.

#### Registered Guests:

Contact us: [info@casamariposa.com](mailto:info@casamariposa.com) or [melodie.melvin@me.com](mailto:melodie.melvin@me.com) Phone: 352.200.2019

Only registered guests are allowed inside the villa and on the premises. The presence of any unregistered guests will result in the automatic forfeiture of the security deposit and immediate dismissal from the premises. Any changes to the list of registered guests must be made with the booking agent prior to arrival at the villa as the property administrator is not authorized to approve such changes.

#### Weddings & Special Events:

For Weddings or other Special Events that will involve atypical traffic within the villa, traffic between multiple villas, and/or bringing in outside services such as caterers, bartenders, cooks, musicians etc. please contact us with details of your event and we will determine whether or not additional fees apply.

#### Respect for our Staff:

Violent, drunken, or abusive behavior toward our staff or administrators will not be tolerated. If any guest demonstrates this behavior, the entire group will be immediately evicted from the premises by the Puerto Aventuras security and will automatically forfeit their security deposit. No refunds will be given to guests who are dismissed under these circumstances.

#### Smoking:

Smoking is permitted on the terraces, and around the pool. There is absolutely no smoking within the villa. Smoking within the villa will automatically forfeit the security deposit.

#### Check in – Check out Time:

Check in is after 3:00 P.M. and check out is before 11:00 A.M

#### Electronic Safes & Keys:

There is a \$75 charge for lost villa keys to replace the locks on the villa doors.

#### Satellite TV:

Please do not reprogram the satellite TV system or disconnect wiring to TV, VCR or stereo. If you do and then we have to have it reprogrammed, there will be a \$50 charge.

#### Responsibility:

The renter named in this agreement will be responsible for themselves, and all guests whether they are registered in the villa or not. The renter acknowledges that Casa Mariposa, its owners, employees and agents do not carry personal liability insurance and can not be held responsible regardless of fault, for any accident, loss, damage or injury suffered by the renter, members of their party or any other guests which the renter or their party have allowed access to the property, regardless if said loss is a result directly or indirectly from acts of God, danger incident to the sea, any body of water, fire, breakdown of machinery, equipment, acts of government or other authorities, de jure or de facto, wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, custom regulations, delays or cancellations of or changes in itineraries or schedule or from acts of omission of any airline. Furthermore, the renter will release and hold harmless any and all parties involved with the rental, management and reservations of the property and to release and hold harmless it's owners or representatives for any loss or damage to personal property or for any injury and/or death.

Casa Mariposa is not responsible for loss, damage or theft of cash, jewelry or other valuables left unattended within the villa's property. Safe deposit boxes are available in every bedroom for the safekeeping of these items.

### Reservation / Payment Instructions & Acknowledgment:

#### GUESTS/AGENTS BANKING IN OR OUTSIDE THE U.S.:

- 1) To make a reservation. Contact us by email or telephone to confirm dates and rates.
- 2) Fill out the Rental & Security Deposit Agreement and submit the signed agreement via e-mail.
- 3) Submit the first half (full amount & security deposit if within 60 days prior to check in date) of your rental payment within 3 days to confirm your reservation. Options for sending payments:
  - a. WIRE TRANSFER. Sending or receiving fees will not be included in the rental fee, this is the renters responsibility. Please inquire for account information.

Contact us: [info@casamariposa.com](mailto:info@casamariposa.com) or [melodie.melvin@me.com](mailto:melodie.melvin@me.com) Phone: 352.200.2019

- b. PAYPAL. A 3%–4% will be added to all transactions, to cover the credit card fee being charged.  
Please inquire for account information.
- c. DIRECT DEPOSIT. This is the least expensive option if you have a Bank of America nearby.  
Please inquire for account information.

4) A receipt for the payments will be sent to you by email for all payments made.

By signing below, you acknowledge and agree to the stated terms and conditions within this agreement.

Agreed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)