



Policies, rates and availability are subject to change.

Check-in is 3:00 p.m. **Check-out** is **before** 11:00 a.m. Unfortunately due to our small size we cannot always accommodate early check-ins or late departures without prior arrangements. Please contact the Front Desk to ask if early Check-in or a late departure is possible. There is a fee for either early check-in or late departures. If you arrive after 11 p.m. please use the intercom at the left if the inner entry door as the Front Desk night staff may be attending their nightly duties.

Cancellation: Failure to cancel reservation **48 hours** prior to 3:00 p.m. CST on day of scheduled arrival will result in the charge of one night's stay plus appropriate taxes.

Smoking Policy: The Riverside Inn is a **NON-SMOKING** facility. Smoking in any room will result in a \$250 charge or the amount to deodorize the room, whichever is greater.

Pet Policy: A maximum of two (2) small dogs -under 75 lbs. each are allowed at a charge of \$20 per night per pet. ADA certified service animals are also allowed at this hotel. Pets must be kept on a leash at all times, and pet feces (outdoors) must be picked up and disposed of properly by the owner. Breaking any of these stipulations will be the basis for the pet owner to be asked to leave with no refund of room/pet charges. Pets are limited to dogs or cats, unless approved by the management.

Damages Policy: Damage to hotel property – We reserve the right to charge guests the cost of rectifying damage, caused by the deliberate, negligent or reckless act of the guest to the hotel's property or structure. Should this damage come to light after the guest has departed, we reserve the right to make a charge to the guest's credit / debit card, or send an invoice for the amount to the registered address. We will however make every effort to rectify any damage internally prior to contracting specialists to make the repairs, and therefore will make every effort to keep any costs that the guest would incur to a minimum.

Removal of Hotel Property: We reserve the right to charge guests the cost of replacing any items that are removed from the premises by them without consent. The charge will be the full replacement amount of the missing item, including any carrying charges. Should the fact that the item is missing come to light after the guest has departed, we reserve the right to make a charge to the guests credit/debit card, or send an invoice for the amount to the registered address.

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay the full amount of any charges or damages, and personally authorize my own, or my company or association's credit card to be charged in the full amount for any charges or damages.

I agree to depart accommodations by the check-out time on the date indicated or pay a late fee. Regular check-out time is before 11:00 a.m. CST.

I agree to pay a \$250 penalty and deodorizing fee if I, or anyone in my room, smokes in ANY room. This is a smoke-free facility. Smoking areas are provided outside.

I understand that this property is privately owned and operated, and that the management of this hotel reserves the right to refuse service to anyone. I understand the management of this hotel will not be responsible for accidents or injury or for loss of property or valuables.

I have read and agree to the Terms, Conditions and Policies as stated above.

Signature:

X _____

Date:

X _____