



## **Pattison Lodge & Gazebo**

### **Refund/Cancellation/Key Damage Deposit/Key Pick Up Policy**

**No refund will be given for a rental cancelled 1-30 days prior to rental date**

**A refund of 1/3 the rental amount will be given 31-60 days prior to rental date.**

**A refund of 2/3 the rental amount will be given 61-90 days prior to rental date.**

**A 90% refund will be given for all other cancellations.**

If the rental payment was paid with a credit/debit card and refund is due, the cardholder will receive a refund check from the Clermont County Auditor's Office.

No refunds will be credited to a credit/debit card.

Processing fee on a credit/debit card is not refundable.

### **Key/Damage Deposit**

**A \$500 deposit in the form of a money order only will be required when key is picked up.**

**Please leave the "pay to the order of" space blank.**

No cash, credit cards or checks will be accepted.

The deposit will be returned to you upon return of the key and inspection of the building.

If there has been damage to the Lodge or additional cleanup is required, you will be contacted and arrangements made for payment.

### **Key Pick Up**

Keys are to be picked up at the Administrative office located at the Clingman Park, 2156 Hwy 50, Batavia, OH 45103.

Weekday rentals can pick the key up at 10:00AM on the same day as the rental.

Saturday and Sunday rentals need to pick the key up between 10:00AM to Noon on Friday only.

Specials arrangements will be made for holidays.

**Your rental does not begin before 10:00AM on your rental date.**

**A charge will be made for unauthorized use of the facility.**