

Green Way Claymore Inn and Antigonish Conference Center Group and Team Contract. Please read both pages carefully, complete and sign. Thank you.

**Alliance of Antigonish Inns**

**Green Way Claymore Inn \* Maritime Inn \* Costal Inn \* Homeward Inn**

**Rules of Conduct for Sports Teams and Groups**  
**(Good Behavior Guidelines)**

Thank you for choosing one of our Inns for your upcoming event. Due to our experience in hosting numerous events such as this, it is necessary that an individual from your group accept responsibility for all members during your stay with us. We request that the following be agreed upon prior to your arrival.

- Quiet hours are from 10 pm to 8 am. All bedroom doors must remain closed to reduce noise.  
Check in time is 4:00 PM and Check out time is 11 A.M.
- Excessive noise will not be tolerated at any time of day.
- Roughhousing, running, yelling, screaming or game playing in halls or stairways will not be tolerated.
- Sticks, bats and balls are not permitted in guest rooms. If they cannot remain in your vehicles please ask us for a secure place to store them for you.
- At check in we will require that registration cards be completed for each guest room. Name(s) of all guests in the rooms as well as name, address and signature of the person accepting responsibility for making payment for the rooms.

**Our Handling of Noise Complaints**

- 1<sup>st</sup>. Complaint: Front Desk will contact the person(s) responsible for the noise as well as the person responsible for the room.
- 2<sup>nd</sup>. Complaint: Front Desk will contact the person responsible for the room and notify them that any further complaints will result in the group being asked to vacate the Inn.
- 3<sup>rd</sup>. Complaint: The group will be asked to vacate the Inn immediately. If you are asked to leave, your room charge and deposit will not be refunded. Any damages or extraordinary cleaning charges will be applied to your credit card. If you do not leave peacefully when asked, legal action will be taken. If excessive noise or other problems related to your group result in the Inn refunding other guests, this will in turn result in the charge being passed on to your group.
- Drinking is not permitted in public areas, including hallways.
- Any and all damages caused to the Inn or it's property by either group members or persons associated with them will be charged and paid for by the person responsible for the group.
- Any person responsible for the group may be asked to accompany Inn management on an inspection of rooms prior to departure.

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**Payments**

- Accounts must be settled by cash, credit card, bank draft or money order prior to arrival.
- Accounts being paid in cash require either a \$100. damage deposit for each guest room or a credit card preauthorization for the same amount.

**Discount Policy**

With a signed team policy we are pleased to offer a 20% discount off rack room rates for any groups that follow our good behavior guidelines. It is important to note that any one group member who is in violation of the good behavior guidelines will forfeit the discount for the whole group.

**Reservation and Cancellation Policy**

- From our inventory of available rooms for sale, we will accept and hold a group reservation without requirement for a guarantee until one month prior to arrival. In the event that the reservation is taken within one month of the arrival date, a guarantee will be required at the time the reservation is taken.
- Rooming lists and guarantee of payment is required two weeks prior to arrival. Guarantees may be made by advance payment or credit card or to any company that has billing approved with the hotel.
- Group rooms will be held without a penalty for cancellation, until 4 pm on the day prior to arrival. From 4 pm on the day prior to the groups arrival, we consider all rooms reserved to be a “guaranteed payment reservation”. After this time all rooms are considered sold and payment will be required in full even if the group has to leave prematurely.

We thank you for your co-operation. We will make every effort to make your stay with us a pleasant one.

I \_\_\_\_\_ with \_\_\_\_\_  
(Person accepting responsibility please print) (Name of Group or Team)  
Of \_\_\_\_\_  
(Full Address)

have reserved \_\_\_\_\_ at a rate of \$ \_\_\_\_\_  
\_\_\_\_\_ per room, per night for the nights of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_ . I accept responsibility for payment in full for these accommodations. If our group merits a 20% discount, this amount will be deducted from the total amount owing. I understand your requirements, your good behavior guidelines, your cancellation policy and agree to accept full responsibility for the above.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_