



COTTAGE AND MULTI ROOM SUITE RESERVATION POLICY

Purpose

This policy establishes procedures to ensure efficient use of lodging inventory while providing clear billing practices for all guests. Policy guidelines establish requirements regarding the rental of multi-room suites and cottages.

Policy Guidelines

A. Entire Unit Rental Requirement

- Suites and cottages will no longer be rented by individual rooms.
- Guests must rent the entire suite or cottage as a single lodging unit.

B. Minimum Stay Requirement (Cottages Only)

- Cottages require a minimum stay of **two (2) consecutive nights**.
- Reservations for fewer than two nights will not be accepted.

C. Multiple Guest Payments

When multiple travelers choose to share a suite or cottage, one individual will be designated at the time of booking as the **primary traveler**. The primary traveler may provide the names of other guests staying in the suite or cottage so that separate invoices can be issued if needed.

Should the total lodging cost need to be divided among multiple guests, the following guidelines will apply:

- **Equal Division (Same Stay Duration):** If all guests remain for the exact same number of nights, the lodging cost will be divided equally among them.
- **Proportional Division (Different Stay Durations):** If guests have varying arrival or departure dates, the cost will be divided proportionally based on the number of nights each guest occupies the unit.
- **Number of Guests Consideration:** In cases where the lodging cost must be split across both the number of guests and the number of nights stayed, invoices will reflect each guest's fair share accordingly.