

# THE ELAM HOUSE RESERVATION FORM

Please make your Elam House reservations with a \$250.00 deposit by PayPal, Direct Deposit, Personal Check, or Money Order by following the reservation procedures set forth below.

## **Reservation Procedures**

1. Contact Peter Plunkett by email or phone to confirm availability. You may also check our calendar on Vacation Rentals by Owner (VRBO) but it is always best to confirm the times indicated on the Calendar with Peter.
2. To secure a Reservation, print out this form, fill it in with your information and then submit using any of the following methods: (1) Send the completed reservation form by regular mail with check or money order. Please make the check payable to “The Elam House, LLC”. (2) Scan and email completed reservation form. Make payment by PayPal or direct deposit. PayPal deposits are free from your bank account (a PayPal account is not necessary). For direct deposit ask Peter for bank routing number and account number. (3) Fax completed reservation form to 507-437-8376 and make payment by PayPal or direct deposit.
3. Deposits are only refundable 14 days prior to your arrival date or within 14 days of arrival only when another reservation is confirmed for your reservation time frame. In the event the deposit becomes non-refundable, we would be happy apply your deposit to another time period. Just let us know.
4. **If you are reserving more than one night, the balance of the rental fee for your entire stay is due 30 days prior to the first day of the rental period.**
5. Your reservation will be confirmed by email along with further information regarding check in, and check out procedures upon receipt of your deposit.
6. **Check in** time is between 4:00 and 6:00 pm at the Elam House – 309 21<sup>st</sup> Street SW, Austin, MN. **Check out** at 12:00 noon
7. Please observe the following City of Austin restrictions:
  - a. Maximum occupancy 3 people
  - b. No children under 12
  - c. No smoking anywhere on site
  - d. No pets
  - e. Maximum of 2 guest vehicles in parking lot
  - f. No on street parking
  - g. Not available for guest parties or special events
  - h. No food, liquor or gift sales

# **THE ELAM HOUSE RESERVATION FORM**

**To: The Elam House, LLC  
107 West Oakland Ave.  
Austin, MN. 55912**

Peter's phone: 507-438-9503  
Fax: 507-437-8376  
[peter.plunkett@theelamhouse.com](mailto:peter.plunkett@theelamhouse.com)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ (if no cell phone)

Email: \_\_\_\_\_

How did you hear about The Elam House? \_\_\_\_\_  
\_\_\_\_\_

*Please print clearly or type your information.*

Please confirm my reservation of the Elam House in Austin, Minnesota upon receipt of a \$250.00 deposit for the following dates with the total number of nights:

Dates: \_\_\_\_\_ # of nights \_\_\_\_\_ # of guests \_\_\_\_\_

Total Rental Fee: \$ \_\_\_\_\_

**\$250.00 for the first day reserved, balance of the rental fee is due 30 days prior to your rental period.**

I understand the terms and conditions of renting the Elam House.

\_\_\_\_\_  
(customer signature)

Dated: \_\_\_\_\_