

Jug Handle Creek Farm

Group Contract and Information Packet

Thank you for considering Jug Handle Creek Farm and Nature Center for your event. Your stay here helps support our mission to preserve this unique gateway to the Ecological Staircase and to educate all age levels on the stewardship and sustainable use of coastal land and water resources.

We have put together this information guide to help you plan your event. Please read it carefully and contact the Lodging Managers if you have any questions or concerns.

The following guidelines are for the safety and comfort of all our guests and to preserve our historic Farmhouse and grounds. Keep in mind that the Farmhouse is over 140 years old. Please treat it kindly and with respect. **We ask all guests to leave Jug Handle in the same (or better) condition as they found it.**

Deposits:

*The following check deposits are required to confirm your reservation. Reservations are not final until your deposits are received. **All Rates are subject to change.***

1. Security Deposit - \$500 x 11% TOT = \$555

This **\$555** security deposit will be attached to your registration card, and not cashed. This deposit will be returned to you once we have checked over the house and cabins on the day of your departure. **We will cash this check if there are damages to any of the facilities or the house is not cleaned and passed inspection of the lodging managers.**

The second deposit check required is a basic flat rate for the first nights stay. This flat rate depends upon what combination of lodging you plan on renting the first night of your stay.

2. Farmhouse only = \$550 x 11% TOT = \$610.50

Farmhouse/Cabins Flat Rate - \$825 x 11% TOT= \$915.75

3. If you would like to also include the campground in your rental - \$800

Upon request, an estimate can be written up for you if you. If you don't need an estimate then we will figure out your final bill on the morning you check out.

Refund and Cancellation Policy:

Deposits are non-refundable except for the \$555 security/cleaning deposit.

If you need to cancel or alter your reservation, we require you to notify us **60 Days** or more in advance of your reservation. If you give us **60 days** notice of cancellation then we can turn your deposit into a credit that can be used for up to **one year from the date of cancellation**. If you cancel within the 60 days prior to your reservation then you will lose your deposit and no credit will be issued.

Payment and Methods:

We accept cash, checks or postal money orders.

Please send your deposits to:

Jug Handle Creek Farm

Box 17

Caspar, CA 95420

*We will contact you when your deposits have been received.

Point Person:

All groups need to have one point person. This person usually is the individual who made the reservation and will pay the deposits and the final bill. This individual is responsible for communicating with the Lodging Managers and informing everyone in their group about the guidelines in this packet.

Check –In & Check-Out:

THE EARLIEST YOU MAY CHECK IN IS 3 P.M. You must have your point person check-in at the office upon arrival so we can give you a brief orientation and answer any questions you may have.

CHECK OUT TIME IS 11 A.M.

Arrangements can be made in advance to extend the checkout time. To extend your check out time, we charge \$100 per hour past 11am. If a group stays after the 11am checkout without having made prior arrangements, you will forfeit your deposit of \$555.

Farmhouse Overview

Kitchen:

We have a sizable kitchen with an industrial 4-burner gas range. The gas range has a griddle and a large oven. (We do not have a broiler.) The kitchen is well stocked with cookware, utensils, glasses, dishes and basic appliances. We have service for approximately 35 people.

There is a standard household sized refrigerator/freezer in the kitchen. A secondary refrigerator is located in our laundry room close by.

If you are only renting the Farmhouse you must clean up the kitchen after every meal and store your food so that the cabin guests can use the kitchen also.

Bathrooms:

There are three bathrooms on the main floor of the farmhouse and a half bath located upstairs. The bathroom located off of the library is a handicap accessible bathroom. **This bathroom has an exterior door to provide easy access for our cabin guests.**

We provide bath towels, hand towels and washcloths.

Bedrooms:

We provide pillows and a light comforter for all of the beds.

You will find a sheet set on the end of each bed. Guests make their own beds. When you check out please strip the sheets off of the bed and place them in the hampers located in the downstairs bathrooms. Please remake your bed with the original comforter and pillows.

We have extra blankets located in an upstairs closet of the farmhouse. When you are done using them please put them back in the closet. If you plan on staying during the winter you may want to bring an extra blanket or sleeping bag with you.

There are seven bedrooms upstairs in the farmhouse. Seventeen people can fill the beds upstairs.

There are 6 sleeping mats located in the upstairs back hallway of the farmhouse for groups to use. There is a futon in the library downstairs (ADHD accessible room) and a fold out couch in the living room.

Please remember that we charge per person at JHCF, so consider the numbers of people attending to help you determine if renting the cabins will also give you more space and privacy for your group.

Heat:

The farmhouse and cabins are heated by woodstove only. We provide paper, kindling and wood. Only adults may build or operate the woodstove. Personal space heaters are prohibited from the farmhouse. There is no central heating in the farmhouse.

Moving Furniture:

Guests may move the furniture around in the farmhouse. You must replace all of the furniture to its original location prior to checking out. Do not move the piano. In order to protect our hardwood floors from damage we ask that you lift and carry furniture when moving it. Please do not drag furniture across the floor. Also, if you move picnic tables, please return them to the location in which you found them.

Cabin Overview:

There are three cabins that can be rented in addition to the Farmhouse. Each cabin is heated by a small woodstove. There isn't any plumbing in these cabins. To use the bathroom you must walk to the Farmhouse.

The cabins' bedding is set up the same way as in the farmhouse. Each cabin is supplied with a couple of extra blankets.

CLEANING REQUIREMENT:

Groups are required to clean the Farmhouse and cabins (if rented) prior to checking out.

A Housecleaning Checklist is included as an attachment.

We provide all of the cleaning products you will need to clean the house. The cleaning products, brooms and vacuum are located in the broom closet underneath the main stairwell in the farmhouse. And, there is also a vacuum in the upstairs closet for the bedrooms. There are also extra cleaning checklists in the closet in case you need extra copies.

The Lodging Managers will inspect the premises after you clean.

Your \$555 security deposit will be returned to you if the Farmhouse and grounds have been left in a clean and tidy condition.

Trash/Recycling/Compost:

We provide containers in the farmhouse for trash, recycling, CRV and compost. We also provide trash bags.

Please take compost down to the Garden #1 area. NO CITRUS IN COMPOST.

We require groups to take all trash and recycling for low impact. If you would like for us to take your trash, you must pay cash at check out \$25/day. No exceptions.

Campground:

Groups who want exclusive use of the entire grounds may want to rent the campground.

Campers do not have use of the farmhouse facilities unless they are part of your group.

Campground facilities include two outhouses, drinking water, and a designated campfire/cooking area.

The campground is primarily used for tent camping. We can accommodate small campervans or cars towing small campers. We can only accommodate campervans less than 20 feet or if the car plus the camper combined is less than 20 feet.

Campsite #4 is the only designated tent site with water and electricity for campers and campervans.

If someone in your group has a large Rv we can accommodate them in our overflow parking area at the entrance to our driveway however there isn't any power or water.

Parking is limited to 15 cars in the campground

Parking:

We have parking near the Farmhouse and cabins for up to 12 vehicles.

Additional parking is available in our overflow/event parking area near the entrance. (See site map at the end of this packet)

- **Parking is allowed only in the designated parking areas. Do not park on the side of the driveway or block the road in any way.**

Smoking:

Smoking is **not** permitted inside or within 20 feet of the farmhouse, cabins or wooden structures. **Disregard of this rule will result in automatic forfeiture of the security/cleaning deposit.**

Any group planning a large event is required to provide their own safe depositories for their guest's cigarettes.

Barbeques:

We do not have a portable barbecue on site for you to use. If you bring your own barbecue you can set it up on the gravel surface out in the front driveway. **Barbecues are not to be used on any of the farmhouse decks or on the small lawn behind the farmhouse.**

Amplified Music Curfew:

Amplified music in the campground may be played until 11:00 pm., at which time the music must be turned off or the power will be disconnected. There is no curfew for acoustic music.

Special Needs:

Please contact us to discuss accommodations for special needs guests.

Children:

Adult guests are responsible for the safety and respectful conduct of children.

Pets:

Guests with pets may stay in the campground only. Pet owners must remove pet waste from the premises and keep dogs on a leash at all times.

***No pets are permitted in the Farmhouse or Cabins at any time.
Disregard of this rule will result in automatic forfeiture of the security/cleaning deposit.**

Lost Items:

We are not responsible for lost or stolen items. Please leave any valuables in a locked vehicle or at home.

We will hold found items for 30 days. We can ship found items to guests with a \$10 fee added to the shipping cost. After 30 days, found items will be donated.

Phone/Internet:

Cell phone reception is weak on the premises. There is a payphone (707) 964-9912 located on the back deck of the Farmhouse. **Please do not ask the Lodging Managers if you can use their phone unless it is an emergency.**

Internet access/wifi is not available for guests at this time.

Emergency Phone Numbers:

*Police: (707) 964-0200

*Fire: (707) 961-2831

*County Sheriff: (707) 463-4086 or call 911

If the Lodging Managers are not available and there is a non-emergency you can call Helene Chalfin at: (707) 937-3498

FARMHOUSE RENTAL

Base Rate of \$550 (\$600 Holidays) per night for first 10 guests

***Each additional guest over the original 10 guests we charge:**

Adult: \$55/ Holiday \$60

Current College Student: \$48/Holiday \$53

Youth (ages 2-12) \$20/Holiday \$25

***We recommend that groups wanting exclusive use of all of the farmhouse facilities rent the Cabins as well. *Cabin guests who are not part of your group have access to the kitchen and the handicap accessible bathroom located off of the back deck of the farmhouse.**

FARMHOUSE AND CABIN RENTAL

Base Rate of \$825 (\$900 Holidays) per night for first 15 guests

***Each additional guest over the original 15 we charge:**

Adult: \$55/Holiday \$60

Current College Student: \$48/ Holiday \$53

Youth (ages 2-12) \$20/ Holiday \$25

*Maximum capacity in the farmhouse and cabins is 30 people.

*****Please note that an 11% bed and occupancy tax will be added to your final bill for all farmhouse/cabins only*****

**CAMPGROUND RENTAL WITH FARMHOUSE/CABIN
RENTAL**

Base Rate of \$800 per night for first 40 campers

***Each additional camper over the original 40 we charge:**

Campers: \$20 *Campers' have access to the farmhouse facilities

DAY USE FEES

A day use fee of \$10 per person applies to all non-overnight guests using any of the Jug Handle facilities.

Other

***There is a two-day minimum rental and four day minimum for all holidays such as Thanksgiving, Christmas, July 4th, NYE.**

*Please contact the lodging managers if your plans involve equipment rentals.

Cancellation Policy: *We require a minimum of 60 days notice of cancellation or changes to your reservation.

If you do cancel before the 60 day minimum we will issue you a deposit credit that can be used for up to one year from the date of cancellation.

GROUP GUIDELINES

***All guests make their own beds with the sheet sets provided on the end of the beds. When departing, strip only the sheets from the bed and neatly remake the bed. Please deposit the sheets in the downstairs bathroom hamper or laundry room.**

***When checking out, return all extra blankets borrowed from the blanket closet back to the closet.**

***In helping us to conserve water, please choose one bath towel to use throughout your stay.**

***Guests are responsible for keeping the fire going in the woodstove. The managers will resupply you with wood and kindling as needed. Do not place any items on, or too close to the woodstove.**

***Please be aware there is no smoking in or near the farmhouse. If you have to smoke, use the parking area.**

***Please help us to conserve electricity by shutting off excess lights before going to bed. Leave the desk lamp on at the base of the stairs.**

***There are extra house cleaning checklists hanging on the inside of the broom closet door beneath the stairs.**

Please take all Trash and Recycling with you, or we charge TRASH REMOVAL FEE of \$25/day. Please sort recycling and CRV.

Please take compost down to the Garden Area #1. NO CITRUS IN COMPOST.

Important:

If your group is only renting the farmhouse please keep the large side of the kitchen clean at all times.

You may however spread your belongings out on the counters on the small side of the kitchen. You may also fill that refrigerator with your food. We have a secondary refrigerator for cabin guests. The kitchen is a shared space and cabin guests will be using the kitchen as well.

***Check out time is 11:00 a.m. on the day of departure. We may have a group or other reservations checking in after your group so please keep an eye on the clock and respect the check out time.**

HOUSECLEANING CHECKLIST - GROUP USE

Please leave the Farmhouse, cabins and grounds in the same-or better- condition in which you found them. Check off each item as it is completed. **After all items are checked off and the house has passed inspection by one of our staff, your cleaning deposit will be refunded.**

Cleaning supplies can be found in the laundry room and the broom closet downstairs outside the bathroom. There is a basket of clean rags just inside the door of the laundry room. Please replace any furniture that has been moved to its original location (including foam mattresses)

Recycling and Trash

We provide containers in the farmhouse for trash, recycling, CRV and compost. We also provide trash bags. **Compost should be taken to the garden to #1. (No Citrus)**

We require groups to take ALL trash and recycling for low impact Or, TRASH REMOVAL FEE = \$25 day

Upstairs

• Straighten bed spreads
• Place all used sheets in the hamper in the main bathroom downstairs. <i>Leave all unused sheets on the dresser.</i>
• Vacuum each bedroom
• Vacuum hallways

Bathrooms

• Clean toilets
• Clean sinks
• Clean showers
• Mop floors and empty trash bins

Downstairs

• Vacuum all living areas
• Tablecloth in laundry
• Wipe down all tables

Kitchen

• Clean refrigerators inside and out. <i>Please do not leave food of any kind when you leave.</i>
• Clean coffee makers, toaster ovens, and other appliances if you used.
• Clean sinks and cutting boards.
• Wash <i>and dry</i> dirty dishes. Put away all dishes and cookware neatly where they belong, <i>including dishes washed in the dishwasher.</i>
• Clean griddle, stovetop, and oven
• Clean counters and tabletop
• Mop Floor
• Sweep Back Porch