

# FOUR MOUNDS FOUNDATION: OVERNIGHT ACCOMMODATIONS

EFFECTIVE JANUARY 1, 2012

## OVERNIGHT ACCOMMODATIONS: BED & BREAKFAST INFORMATION

All accommodations have central air and a full, hot breakfast is provided unless other accommodations are made. Three options are available for overnight stays: our large Grey House, the newly restored White House and the Cabin. A 12% Hotel Motel tax applies to all overnight stays.

**GREY HOUSE:** The grey house has a total of seven bedrooms which are available for whole house rentals. Because some bedrooms share bathrooms, we will only rent certain bedrooms in conjunction with renting its "sister" room. These are the available accommodations:

Majestic River Suite: a suite with a seasonal sleeping porch (queen bed).

(Pampoo's Room: two twin beds, rented only in conjunction with the Master Suite)

Hannah's #1: featuring a queen bed in the north wing

(Hannah's #2 : featuring twin beds, rented only in conjunction with Hannah's Sitting Room)

Viola's Room: featuring a queen bed in the east wing

(Billy's Room: featuring a queen bed, rented only in conjunction with Viola's Room)

Grammy's Room: featuring a queen bed overlooking the south grounds, with its own bathroom

**WHITE HOUSE:** The newly restored and available White House has a master suite (king bed) and three additional bedrooms with queen beds. The Master Suite and Betsy's room have private baths. Frindy's and Vidie's rooms share a bathroom. These two lovely rooms can be rented individually, or together as a suite, with an adjacent sitting room. Breakfast is typically served at the Grey House, except in the case of a whole house rental.

Master Suite: a sitting room and sleeping porch, featuring a king size bed, with bathroom ensuite

Betsy's Room: featuring a queen bed, with its own bathroom (across the hall)

Frindy's Room: featuring a queen bed, with a river view (features an adjacent sitting room)

(Vidie's Room: featuring a queen bed, rented only in conjunction with Frindy's Room)

**CABIN (Marvin Gardens):** The cabin accommodates up to four people. It has a bedroom with a queen bed, and two twin beds in the great room. Breakfast is typically served at the Grey House.

## POLICIES:

**HOLIDAYS:** Two night minimum night stays apply over holiday weekends when the holiday falls on a Friday through Sunday. Holidays include: New Year's Eve, New Year's Day, Valentine's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Out of respect for our staff, no breakfast is served on New Year's Day, Easter, Thanksgiving Day, or Christmas Day. **SEPTEMBER & OCTOBER:** Two night minimum stays apply in the months of September and October including their adjacent weekends.

*Reservation Deposit:* 50 % of total anticipated bill accompanied by signed policy

*Cancellation policy:* Within 30 days, 0% of deposit refunded; Over 30 days, 50% of deposit refunded.

*Payment policy:* The entire bill including all taxes and additional fees/penalties must be paid in full prior to departure. 12% state and local hotel/motel taxes apply to all overnight stay purchases.

I understand and agree with the policy terms, for my stay, starting on \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Billing address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Area code/Phone

***To confirm your reservation, sign and return this form with deposit to:***

*Four Mounds Inn, 4900 Peru Road, Dubuque, IA 52001; [inn@fourmounds.org](mailto:inn@fourmounds.org) or fax to 563/557-3159*

# FOUR MOUNDS FOUNDATION :EVENTS & WHOLE HOUSE RENTALS

EFFECTIVE JANUARY 1, 2012

**WHOLE HOUSE RENTAL:** Any weekend outdoor event requires whole house rental of both the Grey House (\$875/night, occupancy 14) and the White House (\$525/night, occupancy 8) to ensure exclusivity during your event. Additional overnight or breakfast guests will be charged \$15/person. There is a two-night minimum stay on weekends during September and October. This rental fee is required in addition to the event fee for major events (weddings, reunions, parties, etc.) to secure the house for your event.

**EVENTS:** A sliding scale charge (based on group size) is applicable to events such as reunions, memorials, parties and weddings. The type of event requested will determine the allowable group size with a maximum capacity of 100. Facility use is limited to 6 hours (additional hourly rate is \$150/hour.) Fee includes the following services: room set-up, members of our staff to host the event (1 member for parties under 75, 2 for 75-100) and indoor use of tables, chairs, tablecloths from our inventory. (*Facility per-hour rates are available for small, non-wedding events.*)

No. of guests	Fee	<i>Event fees are based on the number reserved. If additional guests attend, you will be charged accordingly. When equipment is used outdoors (tents, tables, dance floor, &amp; chairs set-up, etc) a \$200 grounds use fee will be charged.</i>
Under 25	\$600	
25 – 49	\$725	
50 – 74	\$850	
75 – 100	\$1000	
over 100	additional \$400 penalty	

**UNUSUAL WEAR AND TEAR:** A minimum \$100 damage fee is assessed if damage to the furnishings, carpet, tablecloths, house or grounds occurs as a result of your stay. No confetti of any type is allowable inside or outside. Candles must be contained in a glass to prevent damage.

**CATERING & EQUIPMENT:** A list of caterers and equipment rental facilities familiar with Four Mounds is available. You are responsible to supply: dishes, tables, tablecloths, tents, chairs, glassware, silverware, servers and a clean-up crew. Removal of all equipment is required the night of the event unless special arrangements are made. All arrangements are to be negotiated directly with your caterer, however, we require the name of your caterer prior to the event.

**PARKING:** Due to the limited number of parking spaces, large groups (over 50 guests) will be required to hire parking arrangement services through Four Mounds. A \$24 per hour fee is charged to cover two parking attendants and is usually only required at the start of an event (2 hour minimum).

<p><i>Reservation Deposit</i> 50% of total anticipated bill + signed policy</p> <p><i>Cancellation policy:</i> within 30 days, 0% of deposit refunded over 30 days, 50% of deposit refunded</p>
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<p>Payment in full is required prior to the start of your event.</p> <p>Any additional fees must be settled prior to leaving. <i>A 20% gratuity will be added to your event charge</i> <i>12% state and local hotel/motel taxes apply</i></p>
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I understand and agree with the policy terms, for my event dated \_\_\_ - \_\_\_ - \_\_\_.

I have also read and signed the Overnight Accommodations Policy (required)

\_\_\_\_\_  
Signature Printed name Today's date

\_\_\_\_\_  
Billing address City State Zip Area code/Phone

**To confirm your reservation, sign and return this deposit & this form to:**  
Four Mounds Inn, 4900 Peru Road, Dubuque, IA 52001; [inn@fourmounds.org](mailto:inn@fourmounds.org) or fax to 563/557-3159