

Newcastle Square Vacation Rentals

277 Main Street, Suite 3
 Damariscotta, ME 04543
 207-563-6500 * fax: 207-563-6503
 nsvr@mainecostcottages.com

Order Rec'd	_____
Invoice #	_____
Pymt Rec'd	\$ _____
Check #	_____

LINEN RENTAL REQUEST

Today's Date: _____ Cottage# _____ Cottage phone _____

Renter's Name: _____ cell phone: _____

Date of Arrival: _____ Date of Departure: _____

TOTAL NUMBER OF WEEKS: _____

Linens requested:

					Rec'd/ Rt'd
1 complete Towel set:	\$5.00	x	_____	= \$	____/____
Extra Bath Towel	\$2.50/each	x	_____	= \$	____/____
Extra Hand Towel	\$1.50/each	x	_____	= \$	____/____
Extra Face Cloth	\$1.00/each	x	_____	= \$	____/____

(Sheet Sets include a fitted bottom, flat top sheet and either 1 or 2 pillowslips.)

Twin Set w/1 slip	\$5.00/ea set	x	_____	= \$	____/____
Double Set w/2 slips	8.00/ea set	x	_____	= \$	____/____
Queen Set w/2 slips	10.00/ea set	x	_____	= \$	____/____
King Set w/2 slips	12.00/ea set	x	_____	= \$	____/____
2 Extra Pillow slips	4.00	x	_____	= \$	____/____

SUBTOTAL: \$ _____

**** 5% Sales Tax**

***for rentals occurring after April 1, 2010* \$ _____

Fee for an additional week \$ _____ **if applicable**

Delivery or Pick-up Charge (\$25) \$ _____ **if applicable**

(There is no service charge if linens are picked up, and returned to the Rental Office)

Linen Totes n/c _____/____

TOTAL RENTAL \$ _____

I understand, and agree, that I must return the same number of items as indicated on the front of this agreement, and that missing, damaged or misused items will be charged against my security deposit. I will pack wet items on the top of the tote.

I understand that at the conclusion of my rental, I will repack my used linens and towels into the carrier that was provided, and I will return these linens to the Newcastle Square Rental Office on the date agreed. Linens are not to be left at the rental property.

 Renter's Signature

 Date

Please read the reverse side carefully.

- Our Linen Rentals are very limited, and are available on a first come, first serve basis. **We recommend that you make your linen requests early.** Once we are certain we can fulfill your request, we will process a separate invoice for your Linen Rental. Please do not send money until you receive an invoice from us.
- Although we will try to accommodate last minute requests, we cannot guarantee that we will be able to supply your requirements without advance reservation.
- Linens are picked up at the Rental Office on your arrival date, at the same time and location as your Welcome Packet and keys. A service fee of \$25 will be charged if linens are delivered to your rental cottage, or if linens need to be collected from your rental after your departure.
- Please check your linen bundle against your copy of the Order Sheet (inside the Linen Tote). We want you to be certain that the correct number of items is included. If there is a discrepancy, please speak with someone in the Rental Office as soon as possible or call the after-hours Emergency phone number provided.
- If you are planning to use your rental linens for more than one week, be certain that the front of this form indicates the correct number of weeks. If you wash our Rental Linens during your stay please use care to damage caused by improper washing, or by washing your rental linens with other items that transfer color during the washing process.
- Payment may be made by personal checks, travelers' checks or cashiers' checks. We do not accept Credit Cards. We would prefer to not accept cash.
- Make Checks payable to NEWCASTLE SQUARE VACATION RENTALS

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**207-563-6500**

Please refer to your check-in materials for the  
After-Hours Emergency Service phone number