



Kenmure

To: Kenmure Rental Guest

From: Traci Bates, Rental Administrator

It is imperative that you read this:

***Check-in is at 3:00 p.m. and check-out is at 10:00 a.m. (Strictly Enforced).**

***Sign and Return one copy of your reservation agreement in the enclosed prepaid envelope.**

It must be returned within 60 days of receipt or we cannot hold your reservation and your deposit will be forfeited. Keep the additional copy of the reservation agreement for your records. If you plan to check-in after 5:00 p.m. **or** on a Saturday or Sunday, please contact my office (Mon. - Fri. 8:30 - 5:00 p.m.) so I can make arrangements to have your check-in package at the Gatehouse. If you are checking-in during the weekend, your balance will be charged the Friday before check-in.

The prepaid total column reflects the charge to your credit card made at the time of your reservation for the non-refundable deposit. **The total due column reflects the balance remaining for your rental and will be charged to your credit card that we have on file the morning of your arrival date. If you wish to have the balance charged to a different MC or Visa you must call the office prior to your arrival date to make arrangements for this. Please note once the balance has been charged we cannot reverse the payment.**

If you should have any questions, please contact me at 1-800-345-1860 (outside NC) or 1-828-693-8481.

Thank you for staying at Kenmure and we hope you enjoy your visit!

**Please be sure to visit our web-site for events & functions that may be occurring at our Clubhouse during your stay (kenmure.com, country club, newsletter). A 48-hour advance reservation is required for membership functions. You may email your reservations at reservations@kenmure.com, or call the Restaurant at 828-697-9999.*

Please note that the Clubhouse and Club facilities are closed on Mondays.