



GLENSTONE

LODGE

PAYMENT POLICY

- Initial deposit for the amount indicated on the contract is due with signed contract within 2 weeks or on the date indicated on the contract. Payment is payable **ONLY** by check or credit card.
- Rooming List and full payment is due 30 days prior to arrival. Payment is payable **ONLY** by check or credit card. You will receive an invoice with the balance due.
- The following methods may be used for deposits: Cashier's Check, Company, Organization, Church or Personal Checks and Credit Cards. **Only business checks (no personal checks) can be used for final payment. Checks must arrive in our office a minimum of 2 weeks prior to arrival.**
- Groups claiming tax exemption status must provide current **Tennessee** tax exempt certificate or letter from the federal government stating organization is tax exempt under the 501c3 section of the internal revenue code.
- Groups claiming tax exempt status must provide payment in the form of check or credit card in the name corresponding to the name indicated on the tax exempt certificate or 501c3 letter. **Cash is not an acceptable form of payment.**
- Changes to the Payment Policy must be approved by the General Manager of Glenstone Lodge.

I understand and agree to the payment policy as stated above.

Group Contact Signature

Date