

4001 Church Point Road  
Virginia Beach, Virginia 23455



(757) 460 -2657  
[www.churchpointmanor.com](http://www.churchpointmanor.com)

## Overnight Guest Rental Agreement

- ❖ A 50% deposit is due when making a reservation. Cancellations made prior to two weeks will be refunded their deposit. Cancellations made two weeks or sooner from reservation date will forfeit their deposit. No-shows or cancellations made 48 hours before your reservation will be charged for the first night of your scheduled stay. There is a \$35 fee for all returned checks.
- ❖ There is a 3-person maximum occupancy per our standard rooms. Published rates reflect the expected 2-person occupancy. Roll away beds are available at an additional cost. Suite rooms are also available for larger party accommodations. Please inquire with your reservationist.
- ❖ Check-in is from 3:00pm – 9:00pm. If you will be arriving after 9pm, you must inform and arrange for alternative check-in directions with our front desk staff. Check-out is 11:00am. Guests still occupying their rooms at 11:15am or later will be charged for that evening's rate.
- ❖ Church Point Manor is a non-smoking facility. Smoking indoors is prohibited at all times. There are no exceptions. Please use the cigarette receptacles located outside each door entry: the front door, the back door/check-in, both Solarium side doors, Carriage House, and under the Aquitaine Suite pergola.
- ❖ Under no circumstances may alcohol be brought on premises. All spirits must be purchased through Church Point Manor. Guests found with unauthorized possession will forfeit their accommodations and grand total rental charges.
- ❖ Pets are not permitted at anytime anywhere on property. In the case a guest is found with a pet on premises, they will be asked to kennel their animal for the duration of their stay or forfeit their accommodations and the grand total rental charges.
- ❖ Children are welcome at Church Point Manor, but they must be accompanied at all times. There are no exceptions, as many of our visitors are couples who are getting away for a private retreat. CPM reserves the right to assign room rentals with children exclusively in the Carriage House or in the Aquitaine Suite. Children over the age of 5 are eligible for occupancy charges.
- ❖ We ask that guests keep noise to a minimum level, as many of our guests are here to enjoy a quiet get-away. Please keep in mind that we are located in a residential neighborhood with a governing Homeowner's Association and that all activities must cease by 9:00pm to comply with HOA policies.
- ❖ Full service housekeeping is offered to guests staying more than one evening. Continental breakfast is served Monday through Friday mornings with a full brunch on Saturday and Sunday mornings.
- ❖ Guests shall leave the property clean and sanitary upon departure. Furnishings must be treated with the utmost respect and care, as Church Point Manor is a valuable historic landmark within our community. Guests will be responsible for missing items and/or any damages incurred during their stay. Personal items left on premises will be kept in the office Lost & Found for 30 days.
- ❖ Guests must report any and all mechanical, electrical or plumbing problems immediately. Guests understand that the owner or agent reserves the right to enter, inspect and/or repair problems in guests' rooms during reasonable hours to insure maintenance and safety.