



MCLAUGHLIN ANDERSON LUXURY VILLAS

1000 Blackbeard's Hill, Suite #3
St. Thomas, VI 00802-6739
TOLL-FREE LINE 1: 1.800.537.6246
TOLL-FREE LINE 2: 1.800.666.6246
OFFICE DIRECT: 340.776.0635
FAX: 340.777.4737

www.mclaughlinanderson.com

RE: FUNCTIONS POLICY

Regarding villa rentals for private functions, we would be grateful if you would caution your group before arrival on St. Thomas about some specific rules and restrictions we have for groups hosting functions at a villa. In the past, we have had quite a few problems with such activity, and to avoid any repetition of these issues, we'd appreciate your talking with family and friends before they arrive on St. Thomas about our policies and expectations. What invariably happens with functions is a lack of coordination with McLaughlin Anderson staff that results in misunderstandings with vendors, as well as expenses for guests who are not aware of their responsibilities and owners' policies.

- ALL flatware, china, dishes and glassware for the wedding, party or function **MUST** be rented or provided by your caterer; caterer must also do ALL cleanups after the wedding, reception or party. Guests will be held responsible for any extra villa cleaning or trash removal that their caterer fails to do.
- ALL personnel involved with the function will need to be noted to Guest Services and our Concierge so that access may be granted, and also in keeping with our policy of maintaining the security and privacy of our guests. This must be done two weeks in advance.
- Parking and road space is usually limited at our villas, which are in quiet residential areas; it will be the guest's responsibility to arrange for carpool or shuttle services in order to minimize traffic congestion if there is not enough parking to handle the anticipated vehicular traffic during the function.
- The total number of persons allowed to sleep in the villa at any one time is restricted to the number of persons scheduled and paid for, based on two persons per bedroom. Should a group misrepresent themselves, they will be required to pay for all excess persons immediately, or shall vacate the villa without refund.
- **NO FUNCTIONS OR PARTIES ARE ALLOWED AT OUR VILLAS WITHOUT PRIOR WRITTEN PERMISSION FROM MCLAUGHLIN ANDERSON VILLAS!** Additional surcharges, damage deposits and rental policies may apply per each individual owner. Written permission is an invoice which states the time and date of the function, as well as all applicable charges paid in full.

McLaughlin Anderson Luxury Villas Functions policy (p.2)

- McLaughlin Anderson Luxury Villas wishes to maintain a family atmosphere for the quiet enjoyment of Guests. We rent to family groups and responsible adults only; absolutely NO house parties or functions such as weddings are allowed without advance WRITTEN permission from McLaughlin Anderson Luxury Villas. No amplified music out of doors. Guests shall be sufficiently quiet and peaceful, so as not to disturb other residents of the neighborhood, particularly after 10 pm at night. If Guest is found to have had a wedding or any sort of group gathering for more persons than officially scheduled and paid for at the villa, and/or without McLaughlin Anderson Luxury Villa's advance written permission, he is subject to forfeiture of his entire villa security deposit to the villa's owner, at the joint discretion of McLaughlin Anderson Luxury Villas and the villa's owner.
- Damage deposits and surcharges for your villa (see your invoices) must be SENT TO US WITH YOUR OTHER PAYMENTS! We reserve the right to apply this sum, in part or in total, to either of the two villas to pay for any damage, broken or missing items caused by your group (not that they would do willful damage, but as I said, we've had some rough experiences in the past). Your group must also promise to pay any damages or for any missing or broken items costing over and above the total of the amount per villa collected as damage deposits.

As long as your people are aware of our concerns, I'm sure they'll respect our wishes and everything will go smoothly. Kindly sign and date the enclosed copy of this letter, signifying that everyone in this group understands and agrees to the above terms and conditions for functions or gatherings, and return it to us before or by your final payment date.

We hope this will resolve any potential worries that our villa owners may have regarding functions and gatherings. We appreciate your help and cooperation with this - we're delighted to be a part of your group's vacation!

All the best,

Nancy Anderson,

President

VILLA NAME:

FUNCTION DATE(S):

(Include capacity and nature of each function, i.e., "Wedding", "Dinner party", "Cocktails", etc.)

UNDERSTOOD AND AGREED TO BY: _____
(SIGNATURE)

DATED ON: _____

Please fax c/o Betsy Corvene, Guest Services Manager: 1-340-777-4737