

Looking Glass House, LLC
Liberty House, Topeka KS

A Must Read Prior to Confirming Your Reservation!

Terms & Conditions

Reservations are required. Full payment due at time of reservation.

Liberty House Weekend Rate - at \$150 per night. Friday, Saturday, Sunday. A two-night minimum stay is required on Friday bookings.

Liberty House Week Day Rates - at \$130 per night. Monday, Tuesday, Wednesday, and Thursday night stays. 1 night minimum.

Description & Accessibility:

This is a lovingly restored 2-bedroom, 1 bath older home, with a large private fenced backyard, and is situated on a busy residential street in the Topeka neighborhood of Westboro. The Liberty House has entry steps located at all entrances, basement stairs protected by bi-fold doors, narrow hallways and doorways, and may not be suitable for wheelchairs or small children. Please let us know if you have questions or concerns. We seek to reasonably accommodate where we can. We offer safety bars in in our bathtub shower and by the toilet and hope to make additional accessibility improvements in the future.

Setup:

No Masters Suite - 1 Queen, sleeps 2.

Bohea Bedroom - 2 Queens, 1 Queen sleeper sofa, sleeps 6 total.

Living Room - 1 Queen sleeper sofa, sleeps 2.

The Skinny:

- A 2-night minimum is required on Friday night bookings.
- A maximum of 10 guests total.
- Rates include up to 4 guests only.
- An additional **\$20 fee incurs per each additional guest, per each night booked** on all bookings exceeding 4 Guests.
- Guest preference as to which 2 consecutive nights (Friday & Saturday night versus Saturday & Sunday night), pending booking availability. Hint: Plan ahead if you have a preference!

Extended Stays:

Up to one month, not to exceed thirty (30) days stays are permitted. Available upon request. Discounts may be available, depending on season. Proof of temporary renter's insurance is required.

Discounts!

Small group discounts (up to 10 guests) are available for various organizations! These include (but are not limited to) non-profits and other affiliations devoted to: Equality, LGBT Activism, Veterans, Secularism, Freethinking, and Religious groups. Please contact lookingglasshousellc@gmail.com to discuss your group stay and available discounted rates!

Additional Fees

Damage Deposit:

Although we don't anticipate damages, your credit card will be pre-authorized for \$250, then placed on hold. Your credit card will not be charged unless damages beyond reasonable normal wear and tear occur. If damages beyond normal wear and tear are discovered after guest check out, the guest will be notified of the use of preauthorized held funds by email. If damages exceed the preauthorized \$250 amount, guests agree to pay excess, and will receive a bill from the Liberty House with a detailed explanation of charges. Preauthorized security deposits will be accessed if cleaning exceeds 3 hours, at an additional \$25 per hour. Your preauthorized security deposit will not be accessed

provided the following conditions have been met:

- No damage has been done to our home or its contents, beyond normal wear and tear.
- Cleaning time does not exceed 3 hours.
- No charges are incurred due to contraband, pets, or services rendered during guest stays.
- All trash, rubbish, and food items are placed in the waste and recycling bins provided.
- All doors and windows of our home are locked and secured upon guest departure.
- No linens are lost or damaged.
- Household inventory items remain in the home.
- The guest(s) are not evicted by the owner (or representative of the owner), or local law enforcement.

Cleaning Fee:

We believe our Guest Concierge deserves to earn a fair living wage for cleaning and providing our various Guest Services. The Liberty House Guest Concierge helps make this house a cozy home, as well as a hygienic retreat for each of our guests, taking pride in ensuring your stay is clean and comfortable. If excessive cleaning is required beyond 3 hours, additional funds will be paid to the Concierge from the guest's preauthorized credit card on hold for security deposit; at the rate of \$25 per hour. **Per our Cancellation Policy, the Cleaning Fee is refunded in full on all cancellations.**

Pet Guest Fee:

We know pets are family! Service animals require proof of service, are welcome free of charge, and will need to meet our requirements per our pet policy. With prior approval, up to two well behaved and completely housebroken non-service pets allowed per stay. Liberty House requires a Pet Fee and a signed Pet Agreement. **Note, the Pet Fee is not a deposit, and is non-refundable after completing your stay.** We perform additional cleaning and sanitizing steps after our pet guests have checked out, including cleaning our air filters, to ensure our home is ready for our next guests. Pets must be crated when left in the home unsupervised. We have a XL crate available for guest usage. **Per our Cancellation Policy, the Pet Fee is refunded in full on all cancellations.**

(The Pet Agreement includes: Size and type of pets. Guests agreement to comply with house rules, leash laws and local ordinances. Instructions to provide Liberty House proof of current vaccinations, and all pets must be on preventatives for fleas and ticks. Damages resulting from pets will be taken from the Damage Deposit. Damages resulting from pets that exceed the Damage Deposit paid at booking, will be billed to the guest credit card used to book the reservation. Pet rules and agreement [PDF](#) will be provided on our FAQ).

House Rules

(We know, we know. We cringe a little over rules too.)

Departure- Know Before You Go!

Check-out is 11am. We appreciate guests taking care of the following items before departing our home:

- Place used bed linens in baskets provided in bedroom closets.
- Place used towels in hamper provided in bathroom lower cabinet.
- Remove all food items, less what is provided in our cook's kitchen.
- Deposit trash in bins provided, located on side of home.
- Ensure all doors and windows are locked.
- If pets were present, ensure dog door cover is securely in place.

By confirming reservation through payment, our guests are agreeing to abide by the following terms and conditions:

- ★ Check In 4PM, Check Out 11AM. No early check-in or late check-out unless prior approval has been granted.
- ★ Our policies as writ on our Terms & Conditions and our Rental Agreement.
- ★ We require the names of each guest staying with us.
- ★ No unaccompanied minors allowed.
- ★ Underage drinking strictly prohibited.
- ★ Not engage in illegal activities, Topeka City ordinances can be found here: <https://www.topeka.org/government/ordinances>
- ★ Smoking is NOT permitted inside the home. Smoking is permitted **outside only**, butts to be disposed in cans provided. A \$200 smoking cleaning fee will be assessed and preauthorized funds held will be accessed if smoke is detected inside the home.
- ★ Do not park on lawn.
- ★ Ensure doors and windows are locked when you are not home.
- ★ All pets must be properly crated if left unattended inside the home.
- ★ Open fire, candles, and incense are absolutely not permitted inside the home (flameless candles provided).
- ★ No massage oils or other oils to be used on sheets. Please bring your massage table and sheets for personal usage.
- ★ Following our check-out and departure policy by leaving the space ready for a thorough cleaning.
- ★ If your stay falls on a Monday night, guests agree to rolling out debris and recycling bins for Tuesday morning city pickup services. In the event guests are unable to perform this task, please inform the Liberty House, so we can notify our Guest Concierge who will ensure waste is placed at the curb. A waste service schedule can be found in our kitchen.
- ★ Parties or special events are by LGH LLC permission only, and pursuant to all city and county ordinances, and all state and federal laws. If permits are required these are the responsibility of the guest to obtain.
- ★ Occupancy: The capacity of the house is 10 registered guests. Visitors are welcome during your stay, but only registered guests may spend the night. If you do have overnight visitors, an additional guest charge will be added to your bill, with preauthorized funds accessed to cover the extra guests.
- ★ The home security system is to be operated by Guest Concierge or Looking Glass House, LLC representatives only.
- ★ Guest will not deny access to lawn maintenance provider should their stay fall on our scheduled service day. Our service is discrete, and they make quick work of our grounds. They also keep our driveway free of ice and snow in the winter!

Failure to comply with Liberty House Rules, may result in guest expulsion and no refund shall be issued.

Liberty House Cancellation & Refund Policy **Need to Cancel?**

(We get it. Stuff happens. We tried to make this process simple.)

Cancellations - Reservation Refund Policy:

If your reservation exceeds 2 weeks, please refer to our Extended Stay Refund Policy below.

Cancellations made 72 hours (3 days) **prior** to check in date by 4:00pm will receive a full refund. Refund will be made within 30 days of cancellation receipt, via check or return charge.

Cancellations made **less** than 72 hours (3 days) prior to check in date and time of 4:00pm, will receive a partial refund. Refund will be made within 30 days of cancellation receipt, via check or return charge, less:

- First night is non-refundable
- 10% Handling Fee

Cancellations - Extended Stay Refund Policy

For reservations **exceeding 2 weeks or more stays**, cancellation must be made 7 days (1 week) prior to booking check in date to receive a partial refund. Refund will be made within 30 days of cancellation receipt, via check or return charge, less:

- 10% Cancellation Handling Fee

Failure to cancel reservations on bookings with 2 week or longer stays within 2 weeks of check in date, will receive a partial refund, within 30 days of cancellation receipt, via check or return charge, less:

- 30% Extended Stay Cancellation Fee
- 10% Cancellation Handling Fee

Cleaning Fee Cancellation Refund Policy:

Cleaning Fee will be refunded in full, regardless of date of cancellation, via check or return charge, within 30 days of cancellation notice.

Pet Fee Cancellation Refund Policy:

Pet Fee will be refunded in full, regardless of date of cancellation, via check or return charge, within 30 days of cancellation notice.

Security Deposit - Preauthorized Credit Card Hold Release Cancellation Policy:

- Pending damage inspections and inventory checks clearance, the guest preauthorized credit card security hold will be released in full within 2 weeks of check-out date.
- In the event of cancellations, the preauthorized Security Deposit is released in full within 2 weeks of cancellation notice.

When Nature Strikes

Though we strive to accommodate our guests, in the event of natural disasters and severe weather, we cannot be held responsible for that which is beyond our control. There are no refunds for natural disasters or other major events that are beyond our control. We recommend acquiring trip insurance to cover such extenuating circumstances. Know that we do not offer trip insurance, but it can be obtained online from various reputable sources. Be sure to compare pricing, and read policies so you know what is covered, and what isn't.