

Looking Glass House, LLC
Liberty House Vacation Rental
Terms & Conditions

www.topekaliberty.house

A Must Read Prior to Booking Your Reservation!

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

Liberty House Weekend Rate - at \$150 per night. Friday, Saturday, and Sunday night stays. 2 night minimum on Saturday bookings.

Liberty House Weekly 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.

The Skinny

- A 2 night minimum is required with Saturday night bookings.
- Rates include up to 4 guests. An additional **\$20 fee incurs per each additional guest, per each night booked** on all bookings exceeding 4 Guests.
- A maximum of 10 guests total. No Masters Suite - 1 Queen, sleeps 2. Bohea Bedroom - 2 Queens, 1 sleeper sofa, sleeps 6 total. Living Room - 1 sleeper sofa, sleeps 2.
- 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!

Reasonable Monthly Rates available only upon request. Typically a 20% discount, depending on season. Proof of temporary renter's insurance is required.

Discounts are available for various organizations! These include (but are not limited to) non-profits and other affiliations devoted to: Equality, LGBT Activism, Veterans, Secular, Freethinking, and Religious groups. Please contact our info@topekaliberty.house to discuss your group stay and available discounted rates!

Additional Fees

Damage Deposit:

Although we don't anticipate damage, your credit card will be charged a \$150 damage deposit, and will be held as a payment source for damages that exceed our deposit fee. Security deposits are fully refundable within 30 days of departure, provided the following conditions have been met.

- 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 left locked.
- 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. We can keep our rates low, because our cleaning fee goes directly to your Concierge, it never even passes through our hands! During the reservation process, a one-time separate payment of \$100 will be charged at checkout, 100% of which goes directly to your Concierge. 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, additional funds will be paid to the Concierge from the guest Damage Deposit, at the rate of \$25 per hour. ***In the event guests fail to cancel reservations 1 week prior to check in, the cleaning fee is non-refundable.***

Pet Guests:

We know pets are family! Service animals 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 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. Per our Pet Fee 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 large 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.

We, the Guests

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 this page.
- ★ 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 if smoke is detected inside the home.
- ★ Do not park on lawn.
- ★ Ensure doors and windows are locked when you are not home, and pets are properly crated and contained.
- ★ 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 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.
- ★ Respect our neighborhood.
- ★ We know you'll love our knick knacks, but please leave them where they are.
- ★ Events are by LGH LLC permission only, and pursuant to all city and county ordinances, and all state and federal laws.
- ★ 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.
- ★ 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!