



2024 LARGE GROUP POLICY STATEMENT

Inn Keeper & Host: Thais (Ta-ees) St. Clair

Office: (603) 253-9750

9:00am to 9:00pm

Emergency / Urgent Needs / Voice Mail / Text Message

(603) 393-1824

Check-in time: 4-7 pm

Check-out time: 10 am

Check-in Procedures:

Upon arrival: You will be provided an orientation & tour and informed of the following:

- Door Locks, Parking, BBQ and Fire Ring Safety, Trash & Recycling
- Operation of the cooling/heating system, Pool Safety
- Brief summary of the B&B's key house rules

Facility Use:

Your reservation includes the use of 8 guest rooms each with a bathroom included. The 1st floor common areas include a Living Room, Dining Room, Main Kitchen and Sunroom plus a powder room, and main hallway with piano. Each floor has a mini refrigerator in addition to the kitchen main refrigerator. Bags of ice can be purchased near by as needed. Kitchen quiet hours are from 10:00 pm.

Outdoors you have the use of the Large BBQ Patio and the smaller Lounge Patio, side play yard with swing, frog pond and wrap around porch. **The pool is open June-Oct. Sunrise to 9:30 pm.** Pool towels are available in the Gazebo and can be hung on the pool fence to dry. **Children must be supervised by 2 adults.** Kick boards and noodle floating devices and shallow end floatation rope is also available in the pool area. **The fire ring permit allows usage from 5:00 pm to 9:30 pm.** The Back Balcony Carriage House (Garage), Inn Keeper's Quarters, Basement, Laundry Room, 3rd Floor Closets and Propane Tank areas are off limits to guests. Patio chairs, cushions, tables, fire wood, charcoal, BBQ propane tanks, cooking utensils and lighters are available in the main BBQ Patio area.

General Guidelines:

- * Each room has a Mitsubishi wall unit for cooling/heating. The temperature is set to 70-72 degrees and works best if left at this setting for your comfort day and night. Do not open windows or leave hall doors open when operating the units. When rooms are unoccupied please help conserve electricity by turning off lights and electric fireplaces or heaters. Room temperatures are monitored by the Inn Keeper. Please call 603-393-1824 for assistance regarding heating or cooling adjustments. Sunroom heater needs about 20 min. To heat the room. This heater is only operated only by the Inn Keeper.
- * Indoor socializing is unlimited in the common rooms except the kitchen when the Living Room pocket doors and Dining Room hallway door is closed. This minimizes sounds from traveling up the main staircase. Sunroom doors also can be closed to minimize sounds from disturbing other guests.
- * Family games and puzzles are available in the Living Room tall black cabinet and 2nd floor hallway. Please return all pieces and parts of the games to their original boxes.

*** Exterior doors are locked and night lights are set at 10:00pm by the Inn Keeper.**

Lock codes are provided at check-in time. If you are locked out please call (603) 393-1824 at any time 24/7. Do not unlock exterior doors after 10:00 pm. The side door near the coffee buffet is to remain locked at all times and is used to **EXIT** only.

Town Noise Ordinance:

Center Harbor has an ordinance which does not allow for disturbing noises outside after 10:00 pm. No singing, loud talking or laughter, no music, no machines, pounding, banging nor operation of equipment. No fire works are allowed. Outdoor socializing must be quiet conversation after 10:00pm.

Pets:

- * Canine friends must be supervised at all times inside and on a leash when outside.
- * Disposable poop bags and scoop are located on the north side porch attached to a poop trash can.
- * \$30 extra cleaning fee per stay per dog is to be paid in cash at check-in time or charged in advance.
- * Bed covers, dog dishes, pet towels and blankets are provided. **Pets are not allowed in the kitchen.**
- * Please use professional dog care services when your pet is going to be left in their room for longer than 4 hours.

Smoking:

Smoking of only tobacco or cigars is allowed outside where ashtrays are located on the porch areas or back patio areas. **Marijuana, Haze, Bongs, whether legal or not in NH, is not allowed.**

Visitors:

Mandatory Emergency Contact Information is kept on file for all overnight adult guests. The Sutton House is only for the overnight registered guests who booked under a specific reservation number. Other **visiting guests are not allowed unless specifically arranged with the host in advance. This applies to all daytime or evening visitors. Extra overnight visitors are not allowed.** Sleeping on the floor, air mattresses or common room sofas is not permitted. The Sutton House has strict occupancy requirements for each guest room and the whole Main Mansion.

Damage:

Any property damage will be charged at full replacement value to the credit card on file or covered by VRBO/AirBnB insurance claim. Please notify the Inn Keeper / Host of any damage immediately.

Drugs/Alcohol:

The use of marijuana, OPIODs, any illegal drugs or excessive rowdy alcohol consumption is not permitted. Under age drinking, drugs or sexual activity is not permitted. The entire property is under surveillance by the local police and a security system. The above policies are for the safe and enjoyable use of this facility by all guests and to respect the property, the business operating as Center Harbor Sutton House B & B and its staff members. This is a fully licensed establishment that follows all local and state fire codes, ordinances, permits, license requirements, taxes and state laws.

Non-compliance with any of the above polices can result in a terminated reservation and removal from the premises with no refund.

**Emergency / Urgent Calls for the Inn Keeper/Host: (603) 393-1824
After Hours or text messages & voice mail messages: (603) 393-1824**