**Reservation Confirmation for single day boat rental**

This email is to confirm your reservation made to rent a pontoon boat on (date). This boat holds no more than (# of ppl) people. No matter what size or weight a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.** Your boat can be picked up any time after ( ) AM and must be returned no more than 8 hours later at ( ) PM**. If you do not pick the boat up by 12 noon you forfeit your deposit and rights to the boat.** The price for the rental is $(price) plus the gas, oil and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to run your card ending in (last 4 digits) for a deposit of $(deposit).

Please be aware by allowing us to run your card you are agreeing to our cancellation policy. This policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (date). If you do cancel or reschedule on time, there will still be a cancellation fee of $20.00, which means only a total of $(deposit - $20.00) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Date CHANGED Reservation Confirmation for single day boat rental**

This email is to confirm your reservation to rent a pontoon boat was changed to (date). This boat holds no more than (# of ppl) people. No matter what size or weight a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat**. Your boat can be picked up any time after ( ) AM and must be returned no more than 8 hours later at ( ) PM. **If you do not pick the boat up by 12 noon you forfeit your deposit and rights to the boat.** The price for the rental is $(price) plus the gas, oil and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to transfer your deposit from (date) to (new date). The amount transferred is (deposit).

Please be aware by allowing us to transfer the deposit you are agreeing to our cancellation policy. This policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (date). If you do cancel or reschedule on time, there will still be a cancellation fee of $20.00, which means only a total of $(deposit - $20.00) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Reservation Confirmation for ½ day boat rental**

This email is to confirm your reservation to rent a pontoon boat on (date). This boat holds no more than (#) people. No matter what size or weight a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.** Your boat can be picked up any time after 8:30 AM but must be picked up no later than 12:00 PM. It will need to be returned 4 hours after pickup. **If you do not pick the boat up by 12 noon you forfeit your deposit and rights to the boat.** The price for the rental is $(price) plus the gas, oil and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to run your card ending in (last 4# of card) for a deposit of $(price).

Please be aware by allowing us to run your card you are agreeing to our cancellation policy. This policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (date). If you do cancel or reschedule on time, there will still be a cancellation fee of $20.00, which means only a total of $(deposit - $20.00) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Date CHANGED Reservation Confirmation for ½ day boat rental**

This email is to confirm your reservation to rent a pontoon boat was changed to (date). This boat holds no more than (#) people. No matter what size or weight a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.**  Your boat can be picked up any time after 8:30 AM but must be picked up no later than 12:00 PM. It will need to be returned 4 hours after pickup. If you do not pick the boat up by 12 noon you forfeit your deposit and rights to the boat. The price for the rental is $(price) plus the gas, oil and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to transfer your deposit from (date) to (new date). The amount transferred is (deposit).

Please be aware by allowing us to transfer the deposit you are agreeing to our cancellation policy. This policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (date). If you do cancel or reschedule on time, there will still be a cancellation fee of $20.00, which means only a total of $(deposit - $20.00) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Within the 72 hr period**

This policy states that you must cancel or reschedule at least 72 hours prior to your reservation, or your deposit will not be refunded. This means that because this reservation was made within the 72 hours before your rental time, no refund can be given if you cancel, reschedule, or do not show up.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Within 72 hr period for multi day**

This policy states that you must cancel or reschedule at least 72 hours prior to your reservation, or your deposit will not be refunded. This means that because this reservation was made within the 72 hours before your rental time, no refund can be given if you cancel, reschedule, or do not show up. The policy also states that there is no refund for rain, and that we do not give rain checks for any day during multiple day boat rentals.

**Reservation Confirmation for a multiple day boat rental**

This email is to confirm your reservation to rent a pontoon boat from (date) to (date). This boat holds no more than (#) people. No matter what size a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.** Your boat can be picked up any time after (time) AM on (day) and must be returned by (time) PM on (day). The price for the rental is $(price) plus the gas and oil you use, and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to run your card ending in (last 4# of card) for a deposit of $(price).

Please be aware, by allowing us to run your card, you are agreeing to our cancellation policy. This policy states that you must cancel or reschedule at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (the date). If you do cancel or reschedule on time there will still be a cancellation fee of $20.00 per day, which means only a total of $(deposit - $20.00 per day) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

The policy also states that there is no refund for rain, and that we do not give rain checks for any day during multiple day boat rentals.

**No response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Date CHANGED Reservation Confirmation for a multiple day boat rental**

This email is to confirm your reservation to rent a pontoon boat was changed to (date) to (date). This boat holds no more than (#) people. No matter what size a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.** Your boat can be picked up any time after (time) AM on (day) and must be returned by (time) PM on (day). The price for the rental is $(price) plus the gas and oil you use, and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to transfer your deposit from (date) to (new date). The amount transferred is (deposit).

Please be aware by allowing us to transfer the deposit you are agreeing to our cancellation policy. This policy states that you must cancel or reschedule at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (the date). If you do cancel or reschedule on time there will still be a cancellation fee of $20.00 per day, which means only a total of $(deposit - $20.00 per day) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

The policy also states that there is no refund for rain, and that we do not give rain checks for any day during multiple day boat rentals.

**No response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**EMAIL CONFIRMATION FOR HALF PLUS WHOLE DAY RENTAL**

This email is to confirm your reservation to rent a pontoon boat from (date) to (date). This boat holds no more than (#) people. No matter what size a person is, infant to adult, they count as one person. **Please do not bring more people than are allowed on the boat.** Your boat can be picked up any time after (time) AM on (day) and must be returned by (time) PM on (day). The price for the rental is $(price) plus the gas and oil you use, and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to dukescreekmarina@aol.com you are agreeing that the above information is correct and give us permission to run your card ending in (last 4# of card) for a deposit of $(price).

Please be aware by allowing us to transfer the deposit you are agreeing to our cancellation policy. This policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel or reschedule is by 10:00 AM on (date). If you do cancel or reschedule on time, there will still be a cancellation fee of $20.00, which means only a total of $(deposit - $20.00) will be refunded back onto your card. If you reschedule, a fee of $20.00 will be taken out of your deposit.

Also, if it is raining and the day is a complete washout, we will credit your deposit for another day’s use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**Rain Check Confirmation**

This email is to confirm your reservation change from (Date) to (date) to rent a pontoon boat. This boat holds no more than (#) people. No matter what size or weight a person is, infant to adult, they count as one person. Please do not bring more people than are allowed on the boat. Your boat can be picked up any time after (time) AM and must be returned before (time) PM. If you do not pick the boat up by 12 noon you forfeit your deposit and rights to the boat. The price for the rental is $(price) plus the gas, oil and taxes.

\_\_\_\_ By putting an “X” in the highlighted box and sending this email back to [dukescreekmarina@aol.com](mailto:dukescreekmarina@aol.com) you are agreeing that the above information is correct and give us permission to transfer your deposit from (date) to (date).

The amount transferred is $(deposit). Please be aware by allowing us to transfer the deposit you are agreeing to our cancellation policy for rain checks. This policy states that you must use the boat on the rescheduled date and that no refund will be given if you cancel this reservation. Also, if it is raining and the day is a complete washout, we will credit your deposit for another days use in the calendar year. Please be aware we do not give rain checks based on weather predictions, only on the weather that actually happens that day.

**Please be aware that no response to this email and failure to check the box within 24 hrs will result in the cancellation of your rental.**

Thank you for your reservation.

**You Owe Money on your tab**

Dear (Name),

It's the beginning of the month again which means it's time to clear out tab sheets. You have a balance of $(total) on your tab. If you could please contact us or stop by with a payment or a credit card number, we would appreciate it. Thank you.

**We Ran your card for your tab**

Hi!

It's that time of the month again, so we ran your tab for a total of $(total). This clears out your tab. If you have any questions or concerns, please contact us at 540-895-5065. Thank you.

**Email then run**

Dear (Name),

It's the beginning of the month again which means it's time to clear out tabs. We wanted to make sure that it was okay to run your card for $(total) on the card ending in (last 4 digits). Hope to hear from you soon. Thank you.

**Monthly Storage Due**

Dear ,

Your monthly boat storage payment was due on . Please let me know if you will be continuing to store with us and what your preferred method of payment is. Thanks for your attention to this matter.

**Pontoon Boat Rental Information**

Here is the information on our pontoon rentals. The pontoon boats can only be rented for full days on the weekends, however during the week you can do half day rentals.

Full Day Half Day Deposit

12-person pontoon boat $375 $200 1/2 Rental Price

10-person pontoon boat $325 $185 1/2 Rental Price

8-person pontoon boat $275 $160 1/2 rental price

When you make a reservation, we take a deposit of half of the rental fee, then you pay for the remainder of the rental plus gas, oil, and taxes when you bring the boat back. Our cancellation policy states that you must cancel at least 72 hours prior to your reservation, or your deposit will not be refunded. This means the latest you can cancel is by 10:00 AM 3 days before the rental. If you do cancel on time, there will still be a cancellation fee of $10.00 per boat. Thank you for your interest in our rental boats. Please call us at 540-895-5065 to schedule a reservation.