

Highland Lake Resort  
115 N. High St.  
Bridgton, Maine 04009  
PH: 207-647-5301  
E-mail: [Samanthia@Highlandlakeresort.com](mailto:Samanthia@Highlandlakeresort.com)

## Buy-Out Agreement

This contract constitutes a Buy-Out Agreement between Highland Lake Resort and \_\_\_\_\_ ((HOST)) for the purpose of reserving # \_\_\_\_\_ for the dates from \_\_\_\_\_ to \_\_\_\_\_ at the prices quoted below that include a 10% discount and the 9% Maine Lodging Tax.

Room Type:                      Qty:                      Price Per Room:                      Total Due:

By signing this Agreement, the HOST understands they are removing rooms for availability and agree to the following terms:

1. Deposit Required:

Upon receipt of the signed agreement a 50% deposit of the total amount due of \$\_\_\_\_\_ will be applied to the credit card ending in \_\_\_\_\_ provided by the HOST.

2. Purchase of Selected Rooms:

The rooms selected by the HOST will be allocated solely to their guests. Any remaining rooms that have not been reserved by the HOST will open for public purchase.

3. Reservations:

It is the HOST'S responsibility to inform the guests of the following:

- A. Rooms have been set aside for the specific event and they must be reserved 60 days prior to the arrival date.
- B. **All reservations must be made by calling Highland Lake Resort directly: 207-647-5301.** Reservations made by a third party (Ex: Expedia, Booking.com or Airbnb) or by a guest through the website WILL NOT be included as part of this agreement.
- C. When making a reservation the individual or party must identify themselves as a guest of the HOST.
- D. In order to confirm a reservation a guest will be required to pay a 50% non-refundable deposit. The deposit will be charged to their credit card with the remaining balance due 60 days prior to the arrival date.

4. Reservation Cancellations:

Once a reservation has been confirmed and the 50% non-refundable deposit has been applied, if the reservation is cancelled for any reason 60 days prior to the arrival date, the HOST will be responsible for the balance due.

5. Status of the Reservations

The HOST may contact Highland Lake Resort at any time to get updates as to the number of reservations available, confirmed or cancelled.

6. Reserved rooms that have not sold:

The HOST is responsible for the full balance due on any rooms that have not sold 60 days prior to the arrival date.

7. Refund of Deposit:

60 days prior to the arrival date, a refund will be issued to the (HOST) minus the balance due for unreserved rooms or cancellations. (See example below)

Example A: HOST reserves ten rooms and pays the 50% required for each room. 60 days prior to the arrival date, if two of the ten rooms have not sold or if a guest reserved a room paid the 50% deposit but cancelled the (HOST) will be responsible for full payment of the two rooms that were not sold and the remaining balance due on the reservations that were cancelled.

Please sign and date below and e-mail to [Samanthia@Highlandlakeresort.com](mailto:Samanthia@Highlandlakeresort.com)

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John Doe

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Date