

Guidelines for Using Casa Mama Tea
1704 Dakota
Fort Davis, Texas 79734

1. Main water line
 - a. The water to the house should be turned on when you arrive.
 - b. If it isn't, the switch for the water line can be found just inside the property line on the north side of the property (Commerce Street), just west of the drive into the garage (in a hole roughly 8" in diameter).
 - c. Do not turn the water switch off when you leave.
2. Natural Gas
 - a. The natural gas should be turned on when you arrive.
 - b. If it isn't, the natural gas can be turned on at the meter which may be found on the north side of the house which is the side where all the bedrooms are located. On the pipe that goes from the meter to the house, there is a knob. Turn it.
 - c. Once the gas is on, make sure you light the pilot lights on the kitchen stove and the water heater.
 - d. Do not turn the natural gas off when you leave.
 - e. Casa Mama Tea is equipped with smoke and carbon monoxide detectors. Check to make sure all are working before your first night. Batteries may be purchased at Thriftway (M-Sat closes at 8 pm, Sun at 7 pm) or Higginbotham Building Center (M-F closes at 6 pm, closed Sun).
 - f. If you have a natural gas emergency, please contact Southwest Texas Municipal Gas Corp. immediately. 432-837-3437 (daytime) 432-729-3437 (emergency)
3. Gas Heaters
 - a. To turn on natural gas heaters...
 - i. Crack windows ½ to 1 inch.
 1. Keep windows cracked while heaters are on.
 - ii. Have matches ready.
 - iii. Open valve closest to wall first.
 - iv. Light match & slowly open valve on heater.
 - v. Flame must be an even blue all the way across and should not be higher than 1 inch.
 - b. To turn off natural gas heaters...
 - i. Shut down both valves.
 - c. Electric Heaters
 - i. If you do not feel comfortable using the natural gas heaters, you need to bring your own portable electric heaters.
 - ii. There is 1 small electric heater in the back bedroom for your use.
 - iii. The electric wall heater in the bathroom works very well.
4. Oven/Stove
 - a. The stove top and oven both work.
 - i. There are 4 pilot lights on the stove/oven. 3 may be found at the top of the stove. The last may be found under the oven. If you smell gas, check to make sure all 4 pilot lights are lit.
5. Electricity Box
 - a. The electric box can be found on the north side of the house between the electricity meter and the tank alarm.
6. Grill/Smoker & Fire pit
 - a. There are a grill/smoker and a fire pit on the property that you may use.
 - b. When in use, move the grill/smoker away from the house.
 - c. Fire must be contained within the fire pit & grill/smoker and the fire pit & grill/smoker must be attended at all times.
 - d. Contact the Fort Davis Fire Department at 432-426-3900 or fortdavisfd@netscape.net to check for fire bans in the area.
7. Water Heater

Guest _____ Date _____

- a. There are 2 knobs on the water heater. The 1st has the following settings: on, off, pilot. To have hot water, this knob must be set to ON. If it is set to OFF or PILOT, it won't matter how hot you turn the 2nd knob.
8. Sheets, Blankets, Comforters, Towels, Bath Mats, and Table Cloths
 - a. Clean linens and towels may be found in air tight bags in the dressers, closets, bathroom, and kitchen.
 - b. Upon departure, leave all dirty/used sheets, blankets, comforters, towels, and table cloths in the laundry bags on the front porch.
 - c. Tumbleweed Laundry (www.tumbleweedlaundry.com) drops off clean laundry and picks up used laundry on Tuesdays. Check inside the storage bench on the front porch for the latest drop off of clean laundry.
 - d. Leave all clean/unused linens and towels in airtight bags in the dressers, closets, bathroom, and kitchen like you found them.
9. Beds
 - a. Everyone has a different preference for the firmness of their mattress. You will not receive a refund because you feel the beds are too firm or too soft.
 - b. There are 4 beds & 1 futon at Casa Mama Tea
 - i. 2 double beds
 - ii. 1 twin bed
 - iii. 1 rollaway bed
 - iv. 1 Futon that opens to a double
10. Clean dishes, glasses, and utensils may be found in white hutch in the kitchen.
11. Refrigerator
 - a. Please do not leave perishable food in the refrigerator when you leave.
 - b. Some guests leave unopened cans of soda, beer, or bottles of water behind. You may partake of this. But be smart; only drink something that is completely sealed. Throw anything out that's been opened prior to your arrival. And feel free to pass on the good will & leave drinks for those that come after you.
 - c. The refrigerator must be plugged into the wall outlet on the kitchen counter. Do not unplug the refrigerator. Do not plug the refrigerator into the power strip. If you unplug the refrigerator, it won't work.
 - d. If the refrigerator stops working, please contact Clarissa L. Valdez at 713-253-5130. She will have it repaired. If you vacate Casa Mama Tea without giving us the opportunity to fix the problem, you will not receive a refund.
12. If the front and back porch light bulbs go out, please replace them with red bulbs only.
 - a. Red bulbs cut down on light pollution so that you may continue to enjoy the dark Davis skies from the comfort of Casa Mama Tea. Many nights you can even see the Milky Way with the naked eye.
13. Please dispose of household trash in the green dumpster on Dakota Street.
 - a. No hazardous waste allowed.
14. The laundry room currently has a working washing machine and clothes dryer.
 - a. There may be detergent left behind by other guests, please feel free to use this. If not, detergent may be purchased at Thriftway on Highway 17.
 - b. Please feel free to leave detergent behind for future guests.
15. All cleaning products may be found underneath the sink in the kitchen.
 - a. If you purchase any cleaning products during your stay at Casa Mama Tea, please consider leaving them behind for the next guests.
 - b. Throw out any empty bottles and boxes. Thank you.
16. Dust and dirt is a constant in west Texas.
 - a. Since Casa Mama Tea has no central air, you may leave doors and windows open during your stay.
 - b. There is a window AC unit in the kitchen. Please do not use it while windows and doors are open.
17. Pots, pans, and other cooking materials may be found in the kitchen cabinets underneath the south window.
18. Telephone

Guest _____ Date _____

- a. There is no telephone service at Casa Mama Tea. Please bring your own mobile phone to stay in contact with the outside world.
19. Internet
 - a. There is wifi at Casa Mama Tea. You will receive the pass code to use wifi upon payment and receipt of this signed contract.
20. Board Games and Kid Toys
 - a. Trivial Pursuit & The 80s Game are available for your use.
 - b. There is a wooden train set for kids as well as some pirate figurines and race car games.
21. Casa Mama Tea is a nonsmoking adobe cottage.
22. Pets are permitted at Casa Mama Tea.
 - a. Pet owners are responsible for cleaning up any and all pet refuse.
 - b. Pets are not allowed on furniture at anytime.
 - c. Pets must be up to date on all vaccinations.
 - d. Heartworm prevention is highly recommended.
 - e. Pets are to be treated with flea and tick repellent prior to arrival.
 - i. Fleas and ticks can cause harmful and/or fatal illnesses in humans and pets.
 - f. All items above are the sole responsibility of the pet owner.
 - g. The owners of Casa Mama Tea assume no responsibility for illness or injury that pets or humans may incur while on the premises.
23. The owners of Casa Mama Tea are not responsible for any accidents, injuries, or illness that occurs while on the premises.
 - a. The owners of Casa Mama Tea are not responsible for the loss of personal belongings or the valuables of guests.
 - b. It is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or that of others whom they invite to use the premises.
24. Garage
 - a. Do not enter the garage.
 - b. The property east of the garage is off limits for guest & pet use.
25. Ants/Insects
 - a. This is Texas. There are ants and other creepy crawlers. We treat 3 to 4 times/year.
 - b. If there is an infestation (indoor or outdoor) that can't wait, please go to Higginbotham and ask them for something nontoxic that is 100% completely safe for kids & pets.
26. You may wonder why we ask our guests to pitch in with so much work.
 - a. Your help with general housekeeping allows us to open the property to guests below market value.
 - b. Other lodging in the area may cost you up to \$275 per night.
 - c. Thanks for helping out.
27. Questions/Concerns/Suggestions
 - a. If you have any questions, concerns or suggestions, please contact Clarissa L. Valdez at 713-253-5130 or by email at clarissavaldez@comcast.net
28. Check In
 - a. Thursday, September 16, 2010
 - b. No earlier than 2:00 p.m.
29. Check out
 - a. Sunday, September 19, 2010
 - b. By noon
30. Guests
 - a. Adults
 - i. 3
 - ii. No more than 6 people total allowed
 - b. Children (ages 0-17, must be accompanied by an adult)
 - i. 0

Guest _____ Date _____

- ii. No more than 6 people total allowed

31. Payment

- a. 3 Nights at \$70/night
 - i. \$35/night for 1-2 guests
 - ii. \$70/night for 3-4 guests
 - iii. \$140/night for 5-6 guests
- b. 0 Weeks (7 nights)
 - i. \$210/week for 1-2 guests
- c. Housekeeping Fee = \$25
- d. Laundry Fee = \$25
- e. City and State Taxes = 13%

Please make check payable to Clarissa L. Valdez and forward to

- i. If paying by check, total = \$293.80
- ii. If paying by check, receipt and pass code for lockbox will be sent once check has cleared the bank and signed contract has been received. Contract may be scanned and emailed to clarissavaldez@comcast.net.
- g. PayPal accepted at email address clarissavaldez@comcast.net.
 - i. PayPal fee = \$9.08
 - ii. If paying by PayPal, total = \$302.88
 - iii. If paying by PayPal, receipt and pass code for keypad and wifi will be sent once transaction has cleared PayPal account and signed contract has been received. Contract may be scanned and emailed to clarissavaldez@comcast.net. For echecks this may take 5-7 days. Paying by credit card is faster. Even for credit card payments, PayPal does on occasion conduct reviews of payments that appear to be high risk. The review process may take up to 24 hours.
- h. Payment must be received to reserve the house. Reservations are accepted on a 1st come 1st serve basis. Contract and payment must be received by Friday, October 23, 2009 at 9:24 am or the tentative reservation will be cancelled.

32. Cancellations

- a. A sixty (60) day notice is required for cancellation. Cancellations that are made more than sixty (60) days prior to the arrival date are subject to a 5% Cancellation fee or \$50 whichever is greater. Cancellations or changes that result in a shortened stay, or that are made within 60 days of the arrival date, forfeit the full advance payment. Cancellation or early departure does not warrant any refund of rent. You may choose to purchase travel insurance separately.
- b. Departing early because Marfa, Texas is 23 miles away - and you think that's too far - will not result in a refund.

33. How did you hear about Casa Mama Tea?

- a. Fort Davis Chamber of Commerce (fortdavis.com)
- b. Marfa Chamber of Commerce (marfacc.com)
- c. Big Bend & Texas Mountains Travel Guide
- d. VacationRentals.com
- e. Other _____