

THE HILLTOP COLLECTION

Rental Agreement & House Rules

Effective [DATE] · Version 2026.1

PART ONE — THE SHORT VERSION

This summary is for your convenience and for posting on our website. It is not the agreement itself. The binding terms are in Part Two, and where the two differ, Part Two controls.

How booking works. Dates are held on a first-come, first-served basis. A reservation is not confirmed until we have all three: a signed agreement, a copy of the guest of record's photo ID, and 51% of the total down. The remaining 49% is due 90 days before arrival. A signed agreement alone does not hold the dates.

Payment is non-refundable. We do not refund, credit, or reschedule for any reason — including weather, illness, travel disruption, cancelled plans, or a change in your group size. If losing your payment would be a hardship, please buy travel insurance before you book. We are happy to point you to options.

Booked through Airbnb or Vrbo? That platform's own payment schedule and cancellation policy apply to your reservation instead of ours. Everything else on this page and in our agreement still applies.

Who's coming. We need your total guest count before arrival, not a list of names. Exceeding the occupancy limit for your property costs you the full security deposit plus an additional night's rate.

Age. The guest of record must be 25 or older and must stay on the property for the full reservation. **Non-family groups** (school reunions, friend groups, corporate retreats, bachelor/bachelorette parties, etc.) must be entirely 25 or older.

Security deposit. We place a hold on your credit card before arrival — amount varies by property, see Exhibit A. It's released within five days of checkout. If we deduct anything, you get an itemized list showing what and why.

Check-in / check-out. Times vary by property — see Exhibit A. We can often accommodate an early check-in or late check-out, but only when there's no guest arriving or departing the same day, so we can't confirm it until a few days before your stay. When we can, it's \$150 per hour. Staying past your check-out time without written approval is expensive — see Section 6 — because we have a cleaning crew and often a same-day arrival.

Leave it broom-clean. Trash to the dumpster, food out of the fridge and cabinets, dishes done. Beyond that, normal cleaning is included and already paid for.

No weddings without a wedding package. Ceremonies and receptions of any size require our wedding agreement. This is an insurance requirement, not a preference.

Dogs are welcome at participating properties with our prior written approval, subject to our pet guidelines and an additional pet fee — just ask when you book. No other animals without written approval.

No outdoor music, no DJ equipment, no fireworks, no weapons, no smoking indoors. The full house rules are in Exhibit B.

Questions before you book? 570-251-1998 · hello@stayathilltop.com. We'd much rather answer a question now than have a surprise later.

PART TWO — PROPERTY LICENSE AGREEMENT

This Property License Agreement ("Agreement") is entered into between **THE HILLTOP MANSION, LLC** ("Licensor," "we," "us," "our") and the individual identified as Guest of Record below, together with all persons occupying the premises ("Licensee," "you," "your").

Reservation details

Property	[PROPERTY NAME]
Address	[PROPERTY ADDRESS]
Arrival	[DATE] at [TIME]
Departure	[DATE] at [TIME]
Maximum occupancy	[NUMBER]
Total license fee	\$(AMOUNT)
Security deposit hold	\$(AMOUNT)
Guest of Record	[NAME]

This is a license to occupy, not a lease or tenancy. You are granted a temporary, revocable license to occupy the premises for the dates above. No landlord-tenant relationship is created, and you acquire no possessory or tenancy rights in the property.

1. The premises

Licensor owns or controls the property identified above. Licensee wishes to occupy it for the dates above on the terms below. The parties, intending to be legally bound, agree as follows.

2. Who may occupy

Occupancy of the premises is limited to the Guest of Record and the members of their group, up to the maximum occupancy stated above. No one outside that group may occupy the premises. Licensee must provide Licensor with the total number of guests before arrival. A list of names is not required, though Licensor may request the names of all occupants at any time.

Someone must be accountable on site. The Guest of Record is responsible for the group throughout the reservation and must be staying at the property — meaning they occupy it for the full reservation and are the person Licensor contacts about the group. This does not restrict anyone's movements: you and your group are free to come and go, go out to dinner, or spend the day off the property.

If the Guest of Record will not be staying at the property at all, they must designate in writing, before arrival, a Responsible Adult who is at least 25 years of age, who will be staying for the full reservation, and who agrees in writing to be bound by this Agreement. Designating a Responsible Adult does not release the Guest of Record from any obligation under this Agreement.

Bookings made on behalf of others. If you are booking as an agent, planner, employer, or otherwise on behalf of a group, you must disclose that to Licensor in writing before the reservation is confirmed. Whether or not you disclose it, and whether or not you occupy the premises, you sign this Agreement in your personal capacity, remain personally liable for every obligation in it, and represent that you have authority to bind every member of the occupying group to its terms and to the House Rules.

Day visitors who have not been disclosed to Licensor require advance written approval and count toward maximum occupancy while present.

Exceeding maximum occupancy at any time — overnight or otherwise — results in forfeiture of the entire security deposit plus an additional charge equal to one night's license fee, and is grounds for termination under Section 22.

3. Joint and several liability

The Guest of Record is fully responsible for every obligation in this Agreement — including payment of all fees and charges, damage to the premises, and the conduct of every member of their group and any day visitors — whether or not the Guest of Record personally occupies the premises.

Any additional person who signs this Agreement, and any designated Responsible Adult, is jointly and severally liable with the Guest of Record for full performance of every obligation in it.

4. Age requirement

The Guest of Record must be at least 25 years of age and must be staying at the property for the full reservation. **Non-family groups** — including school reunions, friend groups, corporate groups, retreats, bachelor and bachelorette parties, etc. — must consist entirely of individuals 25 or older. Government-issued photo ID is required at check-in and may be requested from any occupant.

Misrepresenting the age, size, or nature of your group is a material breach and grounds for immediate termination without refund.

5. Payment

Payment schedule. Fifty-one percent (51%) of the total license fee is due at booking to hold the reservation. The remaining forty-nine percent (49%) is due **90 days before arrival**. Reservations made within 90 days of arrival require payment in full at booking.

Payment is accepted by certified bank check, wire, or credit card (American Express not accepted). Personal checks are not accepted.

The license fee is non-refundable. Date changes, postponements, and partial refunds are not available. Your dates are not held until Licensor has received (a) this Agreement signed, (b) a copy of the Guest of Record's photo ID, and (c) the 51% deposit. Until all three are received, the dates remain available to other guests.

If the balance is not received by its due date, Licensor may cancel the reservation and release the dates, and all amounts already paid are forfeited.

Bookings made through a third-party platform. Where a reservation is booked through Airbnb, Vrbo, or another third-party platform, that platform's payment schedule and cancellation policy govern payment and cancellation for the reservation, in place of the payment and cancellation terms in this Section. All other terms of this Agreement continue to apply in full.

If your reservation is paid in installments beyond the two above, or you request a change to a scheduled payment, a \$65.00 processing charge applies to each such payment or change.

6. Occupancy period

Check-in is no earlier than the arrival time above; check-out is no later than the departure time above. Times vary by property and are listed in Exhibit A.

Early check-in and late check-out. Licensor can often accommodate an early arrival or a later departure, but only where no other guest is departing or arriving on the same day. Because a last-minute booking can change that, Licensor cannot confirm the request until a few days before your arrival. Where Licensor approves the request in writing, the charge is **\$150.00 per hour** for each additional hour beyond your scheduled check-in or check-out time.

Because our cleaning teams and often our next arriving guests depend on an on-time departure, remaining on the property past your check-out time **without Licensor's prior written approval** is charged at **\$500.00 for each 15-minute period, or portion of one, past the departure time**. The parties agree this reflects a reasonable estimate of the costs and disruption caused by a late departure, which are difficult to calculate precisely.

Arriving late, departing early, or failing to take possession does not reduce or refund your fee. All terms of this Agreement apply during any approved early check-in or late check-out.

7. Security deposit

Before occupancy, Licensee shall authorize a security deposit hold on a credit card in the amount shown in Exhibit A for the property being licensed.

Licensors may apply the deposit toward: late check-out charges, repair or replacement of damaged property (ordinary wear and tear excepted), extraordinary cleaning, missing items, unauthorized occupancy, house rule violations, and any other charge properly owed under this Agreement.

Licensors will release the remaining balance within **five (5) days** after departure. If any deduction is made, Licensors will provide an itemized statement showing the reason for and dollar amount of each charge. Where damage exceeds the deposit, Licensee remains responsible for the balance.

8. Cleaning

Standard cleaning is included in your license fee, and the property is thoroughly cleaned before your arrival. You are asked to leave the premises broom-swept clean: trash bagged and taken to the dumpster, all food removed from refrigerators and cabinets, dishes washed, and spills cleaned up.

Excessive cleaning — including trash left in the house, food left behind, uncleaned spills, stains on carpets or upholstery, splatter on walls, or evidence of indoor smoking — results in an additional cleaning charge of **\$750.00**, and higher if actual costs exceed that amount.

Gratuities to staff are appreciated but do not waive or reduce this charge.

9. Linens and towels

Bed linens are provided for all bedrooms and bath towels for all occupants. **Pool and outdoor towels are not provided — please bring your own.** Bath towels are not to be used at the pool.

10. Pets

Dogs are welcome at participating properties, subject to Licensors' approval, our pet guidelines, and an additional pet fee. Approval must be obtained in writing before arrival — please ask us when you book so we can confirm the property, the guidelines, and the fee.

No other animals may be brought onto or kept on the premises without Licensors' prior written consent. Guests traveling with a service animal should contact us before booking so we can make appropriate arrangements.

Bringing any animal onto the property without prior written approval results in forfeiture of the security deposit and is grounds for termination.

11. Use of and access to the premises

Licensee shall not use the premises in any way that violates law or local ordinance, commits waste or nuisance, or disturbs or interferes with the quiet enjoyment of neighboring residents.

The surrounding properties are private. Trespassing beyond the boundaries of the premises is prohibited and subject to prosecution.

No weapons or firearms of any kind are permitted on the property, whether or not the person carrying one holds a permit. This applies to all occupants, day visitors, and vendors, and violation is grounds for immediate termination under Section 22.

Also prohibited: fireworks; taped decorations, glitter, and confetti; water balloons; slip-n-slides, bounce houses, and anything else that damages the lawn; driving or parking on grass; charging electric vehicles from a standard household outlet; and liquid-filled furniture.

The Castle has a dedicated EV charger available to Castle guests. At all other properties, EV charging requires Licensors' prior consent.

Exercise equipment is used at your own risk.

Water and septic. Our properties are on private wells and septic systems. **Flush toilet paper only.** Wipes of any kind — including those marked flushable — paper towels, feminine hygiene products, diapers, and any other foreign object must go in the trash. Do not pour grease, oil, paint, or chemicals down any drain. Septic failures caused by improper use are expensive, disruptive to the property, and chargeable to the Licensee in full, including repair costs and any resulting loss of rental income.

Licensors right of entry. Licensor and its employees, contractors, and agents may enter the premises during your stay without prior notice to respond to an emergency or a suspected safety hazard; to perform maintenance, repairs, or grounds and pool service; and to verify compliance with occupancy limits and the House Rules. This is a license to occupy, not a tenancy, and no right of exclusive possession is granted. Licensee shall not change, add to, or obstruct any lock or access device.

12. Amenities

Outdoor pool season runs May 15 through October 1, subject to weather and maintenance. **The Farmhouse indoor pool is open year round.**

Pool, sauna, and hot tub are used entirely at your own risk, and Licensor is not responsible for injury or death arising from their use. The following apply at all times:

- No lifeguard is on duty at any time.
- Children must be closely and continuously supervised in and around all water and heat amenities.
- **No one under 12 may use the hot tub or sauna at any time.** Guests aged 12 to 17 may use them only with an adult physically present, and sessions should be kept to 15 minutes or less.
- No glass of any kind is permitted in the pool area.
- No swimming during thunder or lightning. Clear the water immediately and wait for conditions to pass.
- No swimming, hot tub, or sauna use by anyone under the influence of alcohol or drugs.
- Licensor reserves the right to sanitize or treat the pool as needed during your stay and will notify you when it is safe to swim again. Guests sensitive to chlorine should take appropriate precautions.

Fire pits and chimineas. Where a fire pit or chiminea is provided, it may be lit and used only by guests 18 or older. Whenever a fire is lit:

- A person 18 or older must remain at the fire and supervise it continuously until it is fully extinguished. Fires may never be left unattended, at any hour.
- That person must locate the nearest fire extinguisher before lighting the fire. If you cannot find one, contact us before lighting anything.
- Fires are permitted only in the fire pit or chiminea provided. No ground fires, and the fire pit may not be moved.
- Burn firewood only. No accelerants, trash, treated lumber, or furniture.
- No fires during high winds, dry conditions, or any local burn ban.
- The fire must be fully extinguished before the last guest goes inside for the night.

The Farmhouse indoor pool room is off limits to anyone under 18 without adult supervision.

The conference room is for business and meeting use only; no food or drink is permitted there except a working lunch for corporate groups. Catered meals or special events in the conference room require Licensor's written permission. No one under 18 is permitted in the conference room without adult supervision.

13. Music and noise

No outdoor music of any kind. No DJ equipment or oversized personal stereo equipment anywhere on the property. Indoor music must be kept at a reasonable level, and excessive outdoor noise is prohibited at all times.

Violation is grounds for immediate termination of this license without refund. These restrictions protect our relationships with our neighbors and our ability to keep operating, and we enforce them.

14. Events and weddings

No wedding ceremony, wedding reception, or any version of either may be held at the property without purchasing our wedding package and signing our separate wedding agreement. This is an insurance requirement.

Any group holding a wedding event without our prior knowledge and written agreement will be responsible for the difference between their booking price and our published wedding package price, plus costs of collection, and will bear full responsibility for any property damage or personal injury arising from the unauthorized event, which our insurance does not cover.

What counts as an event. Our properties are built for large groups, so the size of your group alone does not make your booking an event. Advance written approval is required for any gathering that involves: (a) any person on the property beyond your stated maximum occupancy, including non-occupant attendees; (b) a ceremony or reception of any kind; (c) outside vendors other than those on our preferred vendor list; (d) amplified sound, staging, or rented event equipment; or (e) anything ticketed, promoted, or open to the public.

If you are unsure whether your plans qualify, ask us before you book. Approval is what allows us to insure the property for what is actually happening on it.

15. Vendors

No vendors — including caterers, photographers, event staff, and equipment rentals — are permitted on the premises without Licensor's prior written consent.

Vendors listed on the Services page of our website are already approved, and we hold current certificates of insurance for each of them. You may book them directly with no further approval needed.

Any vendor not on that list must be approved in advance and must provide a certificate of insurance naming **The Hilltop Mansion, LLC as an additional insured** before being permitted on the property.

16. Condition of the premises

Licensee acknowledges having had the opportunity to review photographs, descriptions, and other materials for the property, and to ask questions or arrange a viewing before booking. Licensor is not responsible for subjective dissatisfaction with furnishings, décor, color choices, cleanliness standards, which rooms have televisions, or similar matters of preference.

If the premises are damaged or destroyed before arrival so as to render them uninhabitable, Licensor may terminate this Agreement by written notice and will issue a **full refund**, which is Licensee's sole remedy. Where such damage results from the conduct or negligence of Licensee or their guests, only Licensor may terminate, and Licensee is responsible for all resulting losses, including repair costs and lost rental income.

No refunds are issued for power outages, utility interruptions, temporary loss of internet, or the unavailability of an individual amenity.

17. Personal property and insurance

Licensee assumes full responsibility for all personal property brought onto the premises. Licensee's property is not insured by Licensor, and Licensor is not responsible for loss or damage from fire, theft, burglary, acts of nature, acts of public authorities, or any other cause. Licensee is encouraged to carry their own insurance.

18. Release and indemnification

To the fullest extent permitted by law, Licensee releases Licensor, its owners, members, employees, and agents from liability for any injury, death, loss, or damage to Licensee, their guests and invitees, and their personal property arising from occupancy or use of the premises and its amenities. Licensee agrees to indemnify and hold Licensor harmless from any claim arising from Licensee's use of the premises or the conduct of their group.

This release does not apply to injury or damage caused by Licensor's gross negligence or willful misconduct, or to any liability that cannot be waived under applicable law.

19. Photography and media

Licensee shall not use images or video of the property for commercial purposes, or in a way that identifies or promotes the property, without Licensor's written permission, and will promptly remove such content on request. Licensee shall not publish the property's exact address or gate codes on any public platform.

20. Circumstances beyond our control

No refund or credit will be issued for cancellation or interruption caused by circumstances beyond Licensor's control, including natural disasters and acts of God; fire or flood; acts of terrorism; labor disputes or stoppages; war; government acts, orders, or shutdowns; epidemics, pandemics, or outbreaks of communicable disease; quarantines or travel restrictions; national, state, or regional emergencies; or any similar cause.

Travel insurance is strongly recommended. It is the only protection available for events of this kind, and it must be purchased before the event occurs.

21. Assignment

This Agreement may not be assigned or transferred, in whole or in part, without Licensor's prior written consent. The premises may not be sublicensed, re-rented, or listed on any rental platform. Any attempted assignment is a material breach and grounds for immediate termination without refund.

22. Termination for violation

Licensor may terminate this license immediately and require the group to vacate, without refund, for: exceeding occupancy; misrepresenting the nature of the group; an unauthorized event; violation of the music, noise, weapons, pet, or smoking rules; illegal activity; or any other material breach of this Agreement or the House Rules.

23. Payments, disputes, and governing law

Licensee waives the right to initiate a chargeback with their credit card company for any charge properly owed under this Agreement, and agrees to raise any billing dispute with Licensor directly in the first instance.

Any dispute of a financial nature arising out of this Agreement shall be submitted to binding arbitration in Wayne County, Pennsylvania, each party selecting one arbitrator and those two selecting a third. The arbitrators' decision shall be binding. The prevailing party is entitled to recover reasonable attorneys' fees and costs.

This Agreement is governed by the laws of the Commonwealth of Pennsylvania, without regard to conflict of law principles.

24. House rules

Exhibit B is incorporated into and made part of this Agreement. The Guest of Record is responsible for ensuring that every member of their group — including day visitors, if permitted — is aware of the House Rules, the terms of this Agreement, and the check-out requirements.

25. Entire agreement

This document, together with its Exhibits, constitutes the entire agreement between the parties and supersedes all prior discussions and representations. It may be modified only in a writing signed by both parties. If any provision is held unenforceable, the remainder stays in effect.

THIS IS A NON-REFUNDABLE AGREEMENT.

There are no refunds, credits, or date changes for any reason, except as expressly provided in Section 16.

By signing below, you confirm that you are at least 25 years of age, that you have read this Agreement in full, and that you are legally bound by it on behalf of yourself and every member of your group.

Guest of Record	Licensor
Signature: _____	Signature: _____
Print name: _____	Print name: _____
Date: _____	Date: _____

EXHIBIT A — PROPERTY SCHEDULE

Property	Bedrooms	Bedding for	Check-in	Check-out	Security deposit
The Castle	18	44	4:00 PM	10:00 AM	\$1,000
The Mansion	11	26	3:00 PM	11:00 AM	\$1,000
The Farmhouse	7	16	4:00 PM	11:00 AM	\$500
The Lodge	3	6	3:00 PM	11:00 AM	\$500

Outdoor pool season: May 15 – October 1 · **Farmhouse indoor pool:** open year round

EXHIBIT B — HOUSE RULES

1. **No smoking, vaping, or hookahs indoors.** Smoking is permitted only in designated outdoor areas, and cigarettes must be properly disposed of, not thrown on the ground.
2. **No illegal drugs.**
3. **No underage drinking.** The legal drinking age is 21.
4. **No weapons or firearms of any kind,** permit or not.
5. **Flush toilet paper only.** We are on septic — no wipes (even “flushable”), paper towels, hygiene products, or anything else.
6. **No outdoor music.**
7. **No DJ equipment or oversized stereo equipment anywhere on the property, inside or outside.**
8. **No fireworks.**
9. **Fires must be supervised.** If a fire pit or chiminea is lit, someone 18 or older must stay with it until it is fully out, and must know where the nearest fire extinguisher is. Firewood only, never unattended, never during a burn ban or high winds.
0. **Pool, sauna, and hot tub are used at your own risk.** No lifeguard is on duty. Children must be supervised at all times. No one under 12 in the hot tub or sauna; ages 12-17 only with an adult present. No swimming during thunder or lightning. No swimming, hot tub, or sauna use while intoxicated.
1. **No glass in the pool area.**
2. **Children under 18 are not permitted in the Farmhouse indoor pool room, or in the conference rooms at the Castle or Mansion, without adult supervision.**
3. **Do not enter closets or rooms marked private.**

4. **Do not move furniture.**
5. **Do not pour grease, oil, or chemicals down any drain.**
6. **No driving or parking on the grass.**
7. **No slip-n-slides, bounce houses, inflatables, or water balloons.**
8. **No charging electric vehicles from a standard household outlet.** The Castle has a dedicated EV charger for Castle guests; charging at other properties requires prior consent.
9. **No vendors on the premises without written approval**, unless they appear on our preferred vendor list on the Services page of our website.
10. **Dogs are welcome at participating properties** with prior written approval, subject to our pet guidelines and an additional fee — please ask before booking. No other animals without written approval.

We reserve the right to deduct from your security deposit if these rules are not followed.

CHECK-OUT CHECKLIST

Before you go:

All trash bagged and taken to the dumpster

All food removed from refrigerators, freezers, and cabinets

Dishes washed and put away; dishwasher run

Furniture returned to where you found it

Any fire fully extinguished

Windows closed, doors locked

Departed by your property's check-out time (see Exhibit A)

Thank you for staying with us.