

## **POLICIES AND PROCEDURES**

### **RESERVATIONS AND PAYMENT POLICY**

Rooms on The Back o' the Moon are \$135.00 per night.

To make a reservation:

- ☆ Contact us by phone (recommended), 570-897-7301; and we will hold your reservation for 24 hours. After 24 hours we require a deposit of 25% to guarantee, or "lock in" your reservation.
- ☆ Email us, and we will confirm your room and date request via email within 24 hrs. As with a phone reservation, your room will be held for 24 hours, after which time a deposit of 25% will be required to guarantee your reservation.

We recommend that you make your deposit through the link our website, using PayPal®, as it is secure, convenient, can easily employ the use of credit cards, and *will enable the timely arrival of your deposit*. The balance of your payment can also be made through PayPal®, traveler's check, personal check, or cash. Back o' the Moon accepts credit card payments through PayPal®, exclusively.

### **CANCELLATION POLICY:**

If we receive a cancellation within 5 days of the date of stay, we will try to refund your money promptly, but reserve the right to retain the deposit if we have had to refuse another booking request, due to the unavailability of rooms for that same date.

### **HORSE-RELATED POLICY:**

Travelers arriving with horses will be required to present a Veterinarian-certified current Coggins Test, Health Certificate, and Verification of Immunizations (West Nile, Potomac, Rabies, and EW Influenza.), and two release forms encompassing the rider, the stay of the horse, and riding experiences, while guests at the Back o' the Moon. A link to download the forms appears on this page of the website. We strongly recommend that you fill these forms out and mail them ahead of time. You can either call (570-897-7301) or email [us](mailto:us) at any time if you have questions about these forms.

*We regret that we cannot accommodate any guests with horses if these forms are not filled out.*