

# RV RESERVATION FORM

Roberts Centre – 123 Gano Road – Wilmington, OH 45177

## RV PARKING RULES, TERMS AND CONDITIONS – PLEASE REVIEW CAREFULLY

All applications are to be made by using the form BELOW and returning it to [kwoods@columbushospitality.com](mailto:kwoods@columbushospitality.com)

The Roberts Centre has 26 RV Spots that are Full Hook-ups, and at a rate of \$40 per night / all other parking is considered dry parking at a rate of \$25 per night. YOU MUST PRE-REGISTER FOR RV PARKING. RV availability is on a first come first serve basis. Guest Initials \_\_\_\_\_

**PAYMENT** - All checks must be payable to *The Roberts Centre*. You may also pay by credit card. Payment in full is required when reservation is made. Paid reservations must be received no later than two weeks before the event that you will be attending. No refunds will be issued after this date. All RV parking is on a pre-paid reservation basis. Guest Initials \_\_\_\_\_

**RESERVED SPOT ASSIGNMENTS/REQUIREMENTS** - All spaces will be pre-assigned. “Holding” or changing spaces is not permitted. If you would like to be next to someone please designate it on your reservation form. Reservation of additional RV Parking spaces is not permitted. This includes no cones, rope, string, other vehicles, x-pens, mats, or any other means of reserving parking space. RVs MUST NOT be parked within 6ft of Roberts Road or in front of the area where the hookups begin – this is for guest safety and must be followed.

One additional vehicle is permitted overnight per RV space reserved. No parking of any additional vehicles in your assigned space is permitted. All vehicles must be self-contained. Please be courteous when parking. Leave enough room for your slide outs, awnings and vehicle. Guest Initials \_\_\_\_\_

**CLEANING AND MAINTENANCE OF RV SPOT REQUIREMENTS** - It is the guest’s responsibility to ensure they are leaving their reserved RV Parking spot the way they found it without damaging the spot, or leaving behind trash/waste. It is required that the guest dispose of all trash, waste, bedding, etc from the reserved RV spot prior to departure. *If the guest requires trash bags, they can be purchased from our front desk or banquets department for \$1.00 per bag. Excessive cleaning of the guest’s reserved RV Spot after the guest has “checked-out” will result in an additional cleaning fee of a minimum of \$50.00, this amount may vary depending upon the amount of cleaning and or damage to the reserved spot.* Guest Initials \_\_\_\_\_

**CHECK-IN PROCEDURE** - All Guest must check in at the Holiday Inn Hotel front desk to receive your RV Parking Tag prior to parking in your designated space. Check in time is 1pm. Check out time is 12:00 pm on the last day of your visit unless a later check out time is agreed to by the Roberts Centre. Guest Initials \_\_\_\_\_

The Roberts Centre, Columbus Hospitality Management, R&L Investment, Mars Inc, Royal Canin, and Eukanuba are not responsible for fire, theft, injury, or loss of personal property. Guest and all users of this property are liable for property damage. Guest Initials \_\_\_\_\_

**Compliance with RV Parking Rules is MANDATORY.**

Guest Initials \_\_\_\_\_

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**PLEASE READ THE ATTACHED RV PARK POLICIES AND INFORMATION SHEET BEFORE COMPLETING FORM**

## Personal Information

<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip</b>
<b>Email:</b>		
<b>Cell Phone:</b>		

## Service Information

<b>Name of Event Attending:</b>			
<b>Arrival Date:</b>	<b>Departure Date:</b>	<b>Type of RV Spot Requested:</b>	
<b>Type and Length of Unit:</b>	<b>Motor Home:</b>	<b>Fifth Wheel:</b>	<b>Travel Trailer:</b>
<b>Plate Number:</b>		<b>Additional Notes:</b>	

**Arrival time is 1pm on first day of reservation. Check out time is 12:00 pm on the departure date of visit unless a later time is cleared by the Roberts Centre. RV Parking is Limited.**

The undersigned releases, indemnifies and saves harmless the Roberts Centre, Columbus Hospitality Management, R&L Investment, Mars Inc, Royal Canin, Eukanuba and its agents or employees from all suits, actions or claims of any persons or persons; property or acts of God. RV guests expressly assume all risk of such loss or damage and must carry their own insurance.

I have read and understand all the Rules, Terms and Conditions as set forth in this Reservation Form. I understand that the RV Reservation will be charged in full prior to my arrival at the Roberts Centre. By signing below, I agree to the Rules, Terms and Conditions as contained in the Reservation Form.

Guest Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Initials \_\_\_\_\_

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## CREDIT CARD AUTHORIZATION FORM

Attention	<i>Front Desk Management --- RV Reservation Credit Card Form</i>
Group Name	
Guest Name	
Guest Phone Number	
Arrival Date	

Please complete the following information to enable the Holiday Inn & Roberts Centre, Wilmington, Ohio to bill charges to your credit card for the above functions and/or accommodations.

<b>Credit Card Type</b>		<b>Credit Card Number</b>	
<b>Credit Card Exp. Date</b>		<b>Total Estimated Cost</b>	
<b>Cardholder Name (As it Appears on Card)</b>			
<b>Cardholder's Signature</b>			

## ITEMS AUTHORIZED TO BE CHARGED TO CREDIT CARD

(Please Initial all that apply)

<b>RV Parking</b>	
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**\*\* Please Note:** By signing and agreeing to the terms and conditions, you agree to the **CLEANING AND MAINTENANCE OF RV SPOT REQUIREMENTS**. If the Roberts Centre determines that you have not met these requirements, your card will be charged additional amounts. Photos and descriptions will be provided upon request to show reasons for the charges. \*\*

**Thank You for Your Assistance!**

Holiday Inn & Roberts Centre  
123 Gano Road  
Wilmington, Ohio 45177  
937-283-3200 or 800-654-7036

Guest Initials \_\_\_\_\_