PurrInn Cats
Hostelry

FILE #

CHECK-IN INFORMATION AND REQUIREMENTS

Please complete all forms to help expedite your check in process. If you visited our website, please print copies and bring completed forms with you.

1. **RESERVATION FORM** Completed form to be submitted before reservation will be confirmed or guaranteed ☐
   Reservations will be accepted but not guaranteed without a deposit. Deposits are returned only if cancellations are made fourteen (14) or more days prior to the check-in date. After one cancellation without adequate notice, all future boarding reservations will require a 50% non-refundable deposit. PurrInn Cats Hostelry reserves the right to refuse any services for any cat at any time and for any reason
2. **CURRENT FVRCP & RABIES VACCINATION** on vet's receipt or printout must remain in Cattery file ☐
3. **SPAY OR NEUTER CERTIFICATE** Spay or Neuter confirmation may be part of vaccination confirmation ☐
4. **PRESENT IDENTIFICATION & CREDIT CARD** check information completed on Emergency Treatment Permission Slip ☐
5. **COMPLETED BOARDING PACKET**
   a. **RESERVATION FORM** ☐
   b. **CHECK IN INFORMATION AND REQUIREMENTS** ☐
   c. **EMERGENCY TREATMENT PERMISSION SLIP** ☐
   d. **CONTRACT** Two pages (Check initial on first page) ☐
6. **MEDICATION RECORD**: (only required if medication is to be administered during stay) ☐
   Complete a Medication Record Form for each medication to be administered. We do not administer injections or subcutaneous fluids.
7. **REVIEW the "10 tips for Boarding Your Cat"**
8. **LABEL your carrier and any personal items** that you leave and **list** any items you are leaving with us on this form. **Don't forget special food, treats, vitamins and/or medications, a favorite small toy and/or a small clean blanket, pillow case, or piece of clothing that has the smell of home.** We supply food and water bowls, a towel to sleep on, and kitty litter/ litter-box for each cat. Do not bring items with your cat that are valuable or irreplaceable. All items are left at your risk, should be labeled with cat/s first and last name._____
   _____
9. **HOURS:** PurrInn Cats Hostelry is a private vacation home exclusively for cats. In order to keep our environment stress-free and happy for our guests and neighbors, we do not accept unannounced visitors. Drop-off / Pick-up, by appointment only, preferably between 9:30 am 5 pm during office hours.
10. **ARRIVAL:** We may ask for identification, as we want to be sure we are only accepting or releasing your cat/s to you, or such other individuals designated by you in writing as authorized to drop-off/pick-up your cat/s. **All cats must come into the PurrInn Cats Hostelry in escape-proof plastic or fabric pet carriers**. If more than one cat owns you, each cat needs to have its own pet cat carrier for ease in handling and for the safety of your cat/s in case of an emergency evacuation.
11. **HEALTH:** PurrInn Cats Hostelry will immediately report any suspected neglect or abuse to any cat to the proper authorities. PurrInn Cats Hostelry is prepared to administer routine topical ointments or oral medications for chronic conditions, but we are not equipped to care for actually sick cats or administer injections or subcutaneous fluids. We reserve the right to refuse any services for any cat at any time and for any reason and to refuse to accept a cat if at Check-In it appears to us that such cat is sick or could jeopardize the health of other cats or our staff.
12. **RATES** vary depending on the accommodations chosen. ***Payment of Anticipated charges for reserved services is due and expected at time of drop-off/check-in.*** A full day's board will be charged on the arrival date. Fees are charged for each afternoon/night cat/s stays here. There is no charge for the day of departure if you pick up cat/s before noon. If you return home early, payment is due in full for the dates reserved and no refund or credit will be issued. A discount is given for cats sharing condos. We reserve the right to separate cats sharing condos if it becomes necessary for their well-being. The fee will revert to the scheduled charge per day per cat from the date of separation.

    SPECIAL SERVICES: 10-min extra Brush/Play time:___Times / day View Condo preferred?_____
    15-min extra Brush/Play time:___Times / day Medication administration:_____doses per day

13. **HOLIDAY RATES** for the night after and the night of Christmas Eve are double usual rate.
14. **DEPARTURE:** We may ask for identification. Cattery will not release any cat/s to ANYONE other than the owner/s or owner's agent listed on the Reservation Form.

_____ _____
Main Contact Signature Date Spouse or Partner Signature Date

_____ _____
Print Name Print Name

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