

Von Jakob Bed & Breakfast Suites

General Policies & Procedures

- If you need any extra towels/linens, toiletries, etc., please go to our Winery/Brewery Tasting Room and ask one of our staff to assist you.
- Please DO NOT rearrange the furniture!!! We like it the way it is! :)
- Do not flush any feminine hygiene products, baby wipes or paper products down toilets.
- No smoking allowed in the Bed & Breakfast. Illinois State Law prohibits smoking in public facilities and a \$200 cleaning fee will be charged to the credit card on file for violations.
- Although we are pet lovers there are no pets allowed on the premises.
- Breakfast is at 9:30 am. Please note that unless we are given prior notice, if you do not arrive within a reasonable time we will be unable to prepare your breakfast.
- Please notify a member of our staff of any noticeable damage to rooms upon checking in. If damages and repairs are needed after your stay, Von Jakob retains the right to charge the credit card we have on file for any damages or repairs.

Check-out Procedures

1. Please gather all trash and place in waste bins in the bathroom in your room. If you are renting out the entire B&B please place all waste in the kitchen.
2. Please wipe out and empty the refrigerator in your room. Please do the same if you used the refrigerator located in the kitchen.
3. Please place all used towels into the Jacuzzi tub in your room.
4. Please properly clean all utensils and dishes and place them back in kitchen cabinets.
5. Please place all games back on desk where you got them from.
6. Please leave fruit/cheese basket that you received upon your arrival in your room on the nightstand next to the bed.
7. Please do a final walk through to check that doors and windows are closed and locked and that all lights are turned off.
8. Please note that we will charge the credit card we have on file for any items missing from the B&B including such items as towels, check-in baskets, furniture, artwork, etc.
9. Please bring keys back to the Von Jakob Winery/Brewery Tasting room for final check out. A fee of \$50 will be charged to the credit card on file for all lost keys. **NOTE:** If you are departing before breakfast at 9:30 am, please leave your keys in the room you are staying on the nightstand next to the bed.
10. A \$50 Cleaning Fee will be charged to the credit card on file for failure to follow "Check-out Procedures."

Thank you,

Von Jakob Staff

We hope you enjoyed your stay! :)