



Bay Leaf Cottages & Bistro

2372 Atlantic Hwy (Rt. 1), Lincolnville, Maine 04849

All the charm and comfort of a bed and breakfast without the cost!

Welcome

The staff and owners of Bay Leaf Cottages & Bistro wish to extend our warm welcome to our vintage cottages, motel, bistro, and other facilities overlooking Penobscot Bay. Please let us know how we can assist you with your mid-coast Maine visit and your stay with us. We hope you will find Bay Leaf to be relaxing and fun-filled - play games, sun at the beach, hike, eat heartily and healthfully, and return home to plan a return visit with friends!

Sincerely,
Dr. Jane Liedtke, President of the Bay Leaf Group

INFORMATION FOR OUR GUESTS:

Office Hours:

From May 1st thru October 22nd, our office will be open daily from 7:30 until 11:00 a.m. and 3:00 p.m. thru 7:00 p.m. (EST) unless otherwise noted. In an emergency, please call 911. Staff will usually be on-site - check the Main House for assistance or the Office door. Our housekeeping and maintenance staff are always willing to assist you too. Our Gift Shop is part of the Office and is open the same times as the Office and Bistro.
Call 207-706-7929 or 207-505-0458 for assistance.

Check-in/Check-out:

We ask that you check in between 3:00 - 7:00 p.m. at the Office. If you are running late, please notify us by phone or email. Those with reservations arriving after 7:00 p.m. will find a clearly marked envelope on our office door (with your key inside). We reserve the right to be closed after 9:00 p.m. to "drop-ins" for the safety of our staff and consideration of our guests.

Check-out time is 11:00 a.m. unless otherwise arranged in advance. Consideration of our cleaning staff is appreciated during high-season. Late check-out may be possible depending on bookings. Guests staying past 1:00 p.m. will be charged a half-day rental fee.

Quiet Time:

We ask that you consider the other guests and families with small children and maintain a "quiet time" between 10:00 p.m. and 8:00 a.m. This includes motorcycle use on our driveway, parties at the fire pit, and use of outside decks.

Pet Policies:

Your well-behaved dog is welcome to stay with you at Bay Leaf Cottages & Bistro. We ask that you inform us of your pet when making your reservation and/or at check-in. While on the property, all dogs should be on a leash and walked in the designated areas (see map provided with welcome bag). Please clean up after your dog and use the poop stations on the property for disposal. We provide a bed-cover to cover the bedding/sofa to help keep them free of pet hair and a towel for dirty paws. Do not leave your pet unattended in the cottage or motel room at any time. A \$50 fine will be assessed, in addition to the daily pet fee, for leaving a dog unattended in the room. When dining

outside, you may bring your pet. You may place your pet in our dog kennel during your breakfast in the Bistro.

Kennel Services and Doggy Daycare are available from Dr. Blake Vet Clinic and Canine Inn – just 2 miles north on Rt. 1 – their numbers are included in your welcome bag.

Guests who do not comply with the pet policies will be charged a clean-up fee based on the extent of work required and any damages done to Bay Leaf property. If necessary, we will call the local Animal Control Office to remove a pet from the premises if the owner is not present.

Continental Breakfast:

Breakfast is served daily in the Bistro from 7:30 – 9:30 a.m. Monday thru Thursday and 7:30 – 10:30 a.m. on Friday thru Sunday and holidays. Guests residing on-site receive breakfast at no cost. Breakfast includes, but is not limited to: cereals, breads, pastries, jellies/jams, fruit, yogurt, hard-boiled eggs, juice, milk, coffee and tea.

Your local guests and friends may join you for breakfast. The cost is \$5.00 per person.

Bistro:

Bay Leaf's Bistro offers Maine Lobster Dinners for groups of 10 or more (lobster, baked potato, salad/coleslaw, and iced tea). BYOB is acceptable. Reservations are required in advance. Throughout the summer our Bistro hosts cooking classes with a wide variety of cuisines and chefs. Check our calendar of events and join in! The last Monday of the month is our regular community pot luck supper – feel free to join in and bring a casserole, salad or dessert to share.

No Smoking:

Bay Leaf Cottages, Motel, Bistro and all of our buildings and property are strictly non-smoking. To avoid a **\$150.00** penalty, we ask that you refrain from smoking inside and outside on these grounds. Thank you for your cooperation!

Towels:

In an attempt to be more environmentally responsible, we do not collect laundry from your room daily. Towel exchange is available daily in the Office (7:30-11:00 a.m) for those who so desire.

We ask that you refrain from taking bath towels to the Lincolnville Beach or area lakes. We have beach towels available at the Office which can be used for this purpose (a \$2.00 use/cleaning fee will be charged to your room/cottage). When cleaning the cottage or cleaning up in the kitchen, please use the cleaning rags, paper towels, and dish towels provided with the cleaning supplies on your kitchenette.

Housekeeping:

Each **cottage** is provided with bathroom, kitchen, and general cleaning supplies, a mop, broom, and duster for your use while staying with us and for our next guest staying in the same cottage. **Cottages** are neat and clean when you arrive. We ask that before you leave, you take the time to return the furniture to the same place as when you arrived, wash dishes and put them away in the kitchen area, wipe out the microwave, and empty the refrigerator. Please use garbage bag(s) provided to empty trash into our dumpster and place bottles/cans/newspapers in the recycle bins located by the garage.

We refresh the cottages/rooms between guests but do not perform daily "maid service" unless you request it upon check-in or notify us that you would prefer daily room cleaning services. We will add \$20.00 per day service charge to your bill for additional cleanings during your stay.

- BBQ Grills:** We have a gas grill available on the property for guest use in the picnic area. Grill tools, foil, and cooking spray are available at the Office. Remember to turn off the gas and clean the grill before returning to your cottage/motel room.
- Fire Pit:** You are welcome to use our fire pit in the picnic area. Please only burn “camp wood” in the fire pit and be sure you have a fire extinguisher accessible.
- Gift Shop:** Visit our Gift Shop for Maine favorites – lobster items, tote bags, books, coastal stationary and cards! The gift shop is open at the same time as the Office and Bistro.
- Kids/Teen Programs:** Cottage #1 (open from 7:00 a.m. thru 7:00 p.m.) is our kids-teens “**hangout room**” with games, toys, yard games, coloring pages, arts/crafts. We ask that children under the age of 7 be accompanied by a parent/adult (age 16+). We welcome your family to sign out to your cottage/room those games, puzzles, and other materials so labeled. Please return these when finished with them. Kids and teens using the “hangout room” are expected to follow the guidelines provided for safe behavior.
- Playground:** We ask that parents supervise their children while at the playground area. Children ages 7 and younger should not be left unattended. Your children are your responsibility throughout your stay with us. Drivers may not see small children on the roadway. Please remind children to stay on the grassy areas when walking throughout the property.
- Pond and Stream:** We welcome our guests to enjoy the pond area with the live ducks and our flowing stream (at least most days it flows!). For your safety and that of your children, please do not swim nor wade in the pond. Young children playing near the pond are required to wear a life preserver (available in Cottage #1) for safety. While our staff is First Aid and CPR trained, we hope you will use sufficient caution as to not require their emergency aid.
- Fitness:** Need exercise? We recommend a nice walk to Lincolnville Beach (1/2 mile to the north on Rt. 1) and Lincolnville Beach’s shops. Our badminton, volleyball, cornhole game, ping pong, and foosball are available throughout the day and evening in the garage.
- Adults at Leisure:** Brochures for things to see/do in the area are maintained there for your convenience in the office – please browse and take those fliers/brochures you need. Magazines may be borrowed for use during your stay with us.
- WIFI/Internet:** Our property is fiber-optic WIFI enabled. The password is: “bayleaf1” and the second line does not require a password. If you have a problem accessing the WIFI from your phone, iTouch, laptop computer, please go to the office area to connect to the WIFI and then with your device still on, head back to your cottage/room. It may be necessary to disable any Bluetooth settings or roaming on your phone/iPad/tablet to access the WIFI. AT&T does not have cell towers in our area.
- A computer and printer are available as well as general office supplies (paper, stapler, glue, tape, paperclips). Stationary and postage stamps are available at the Office. You are welcome to access the WIFI from the patio (outside) throughout the day/evening and Bistro (inside) during the open hours: 7:30 – 11:00 a.m. and 3:00 – 7:00 p.m.
- Toiletries:** We have various items available at the Office if you find that you have not brought with you everything that you may need. We have complimentary: soap, shower gel,

shampoo/conditioner. Other items are available for purchase include toothbrushes and toothpaste.

Safety:

Medical emergencies or Fire – call 911. We have on-site staff trained in First Aid and CPR. A full First Aid Kit is located in our laundry room.

While Maine is a very safe state, we encourage you to pay attention to common safety “sense.” Don’t answer your cottage/ motel door without verifying who it is. You can verify with the Office staff 207-706-7929, 207-505-0458 or call us for help. Lock your door when not in the room and during the over-night period. Don’t invite strangers back to the property or to your room. Do not leave valuables in an unlocked/unsecured cottage/ motel room or an unlocked auto. Bay Leaf Cottages is not responsible for lost or stolen items. If you wish to place valuables in the Office safe, let our staff know. If you notice/see any suspicious activity, please report your observations to the management or call 911.

Plumbing/Electrical:

Although we do not anticipate any issues, if you have any electrical (fuses, light bulbs, switches, etc.) or plumbing problems (clogged toilet, leaking pipes, etc.), please let us know immediately. We have placed an extra light bulb in each cottage/room and a plunger is available in each bathroom for your use. Don’t hesitate to contact the Office or stop by the main house if a problem persists so we can help you.

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Bay Leaf Cottages & Bistro is a property of the Bay Leaf Group. We are a group of investors and friends from the US and China who care about family travel and quality services. If you have any questions or comments, please contact us info@bayleafcottages.com.