



# Bay Leaf Cottages & Bistro

2372 ATLANTIC HWY (RT. 1), LINCOLNVILLE, MAINE 04849

All the charm 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 newly renovated 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 – try one of our programs or seminars, join in some arts & crafts, play games, sun at the beach, exercise, 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:

Our office will be open daily from 7:30 a.m. until 7:00 p.m. unless otherwise noted. In an emergency, please call 911. Staff will be on-site 24 hours a day – check the Main House for assistance or the Office door – we will post an “on call” telephone number. Our Gift Shop is part of the Office and is open the same times as the Office and Bistro.

### 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. Guests who fail to notify us by 6:00 p.m. will be charged for one-night’s lodging. We are happy to assist you with late arrival arrangements. We reserve the right to be closed after 9:00 p.m. 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. 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.

### Pet Friendly:

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 checking in. While on the property, all dogs should be on a leash. Please clean up after your dog using orange poppy bags provided and avoid walking the dog in the entry area of the property due to car traffic (Main

House thru Office complex). We will provide a bed-cover to cover the bedding/sofa to help keep them free of pet hair and dirty paws. Do not leave your pet unattended in the cottage or motel room unless they are crated. If you plan to be gone for an extensive period of time, please do not leave your pet in the room. Should you need to place your pet into the outdoors pet-run please make those arrangements in advance at the Office. We are also happy to watch your crated pet in our home or garage so that any barking will not disturb the guests. 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.

**Continental Breakfast:**

Breakfast is served daily in the Bistro from 7:30 – 9:30 a.m. Guests residing on-site will receive breakfast at no cost. Breakfast includes, but is not limited to: cereals, breads, pastries, jellies/jams, fruit, yogurt, hard boiled egg, cheese, applesauces, juice, milk, coffee and tea.

Visitors not staying with us may elect to purchase breakfast for \$5.00 per adult and \$3.00 per child.

**Bistro:**

Bay Leaf's Bistro offers Saturday night Maine Lobster Dinners for \$12.00 per person (lobster, baked potato, salad/coleslaw, and iced tea). BYOB is acceptable. Reservations are required by noon to be sure we have enough freshly caught lobsters. On Saturday 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 Wednesday of the month is our regular community pot luck supper – feel free to join in and bring a casserole, salad or dessert to share. Special dinners are also offered so be sure to check to see what our visiting Chefs are preparing.

**Lobster Dinners:**

We will be boiling lobsters Saturday nights from June thru October. If you have booked your room/cottage during our "Stay Two Nights – Get Two Free Lobsters" online special\*, please let us know which night you will have your lobsters – either dine in, take back to your cottage, or enjoy on the patio. \*Offered periodically via online booking sites and special offers.

**BBQ Grills:**

We have two gas grills available on the property for guest use. Grill tools, foil, and cooking spray are available at the Office. One is located on the main patio and the other is located at the pergola. Please share the use of these grills with our other guests. Remember to turn off the gas and clean the grill before returning to your cottage/motel room.

**Snacks & Beverages**

A light pantry is located in the Office and includes a range of snack items, microwave popcorn and kids meals, beverages (water, canned soda, juice), ice cream and popsicles.

**Gift Shop:**

Visit our Gift Shop for Maine favorites – lobster items, tote bags, books, coastal stationary and cards (and stamps), Bay Leaf attire, and a wide assortment of freshwater pearl jewelry! The gift shop is open at the same time as the Office and Bistro.

**Kids/Teen Programs:**

Cottage #1 (open from 9 a.m. thru 7 p.m.) is our kids-teens "**hangout room**" with games, toys, yard games, coloring pages, and 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. See schedule for ages/times at the entry door.

The arts/crafts class schedule will be posted weekly – check to see what fun we’ve planned for your kids and teens.

Kids ages 8-16 are welcome to join our Day Camp at the nearby Hidden Valley Camp. Please check the schedule, sign-up in advance, and pay at the Office. Departure for Day Camp is 8:00 am. Camp fee is \$75/day.

**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.

**Teen/Adult Programs:**

Bay Leaf Cottages and Bistro is happy to sponsor a wide range of programs and seminars/workshops throughout the summer months including cooking classes with visiting chefs, language learning, arts/crafts, kayak building, computer classes, etc. Don’t miss our schedule of events online: [www.bayleafcottages.com](http://www.bayleafcottages.com).

**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, and ping pong are available throughout the day and evening. On-site we are building our exercise room located on the second floor of the garage. When completed, this new room will include a treadmill, exercise bike, weights, yoga mats, and more coming! The Fitness Loft (when completed) will be open to teens/adults from 7:30 - 9:30 a.m. and 4:00 - 7:30 p.m. daily.

**Adults at Leisure:**

We welcome you to stop by the main patio or library and living room in the main house. Brochures for things to see/do in the area are maintained there for your convenience – please browse and take those fliers/brochures you need. Library books and magazines may be borrowed for use during your stay with us. Bring a beverage, snack, chat with staff, make new friends, listen to “stories” of life abroad, and more. In general, this area is open from 7:30 a.m. - 11 a.m. and 4:00 - 9:00 p.m. unless posted otherwise.

**WIFI/Internet:**

Our property is WIFI enabled. The password is: bayleaf1. If you have a problem accessing the WIFI from your phone, iTouch, laptop computer, please call the Office. The business center is located in the main house and is open from 7:30 a.m. - noon and 4:00 - 9:00 p.m.. A computer is available as well as general office supplies (paper, stapler, glue, tape, paperclips). Stationary and postage stamps are available at the Office.

**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:**

Towel exchange is available daily in the Office for those who wish to do so. 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.

## Housekeeping and Cleaning Supplies:

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/room. We refresh the cottages/rooms between guests but do not perform daily "maid service" unless you request it upon check-in. We will add \$15.00 per day service charge to your bill for each cleaning during your stay.

Cottages and rooms are neat and clean when you arrive. We ask that before your leave, you take the time to tidy the cottage/room "broom clean," 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 place sheets and towels in the red laundry basket provided outside your cottage and leave blankets/bedspreads/pillows on the beds. 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.

## 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 at a nominal fee: lotion, toothbrush, toothpaste, mouthwash, sanitary products, razor, shaving cream, OTC medications, nail clipper, comb, brush, contact lens solution, powder, sun screen, bug spray, lip balm, etc.

## Safety:

Medical emergencies of 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 our 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. There is always someone on-site to 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](mailto:info@bayleafcottages.com).