

Guest Suite Rental Policy and Agreement

Anyone wishing to rent the Guest Suite for exclusive use must adhere to the following guidelines and building rules as noted:

1. **Rate:** The rate per day to rent the Guest Suite is \$60.00. Payment for the stay must be made at the start of the stay; without payment entry will be refused. Payment must be in cash or in form of a cheque made payable to "BCS-460".
2. **Deposit:** A \$100.00 damage deposit made payable to "BCS-460" must be made when making a reservation. **THE BOOKING IS NOT CONFIRMED UNTIL THE DEPOSIT IS MADE AND THE RESERVATION FORM IS COMPLETED.** During this time another suite Owner/Resident can book the Guest Suite.
3. **Term/Duration:** Each "Classico" suite may book the Guest Suite for up to 5 days per calendar year, as far in advance as desired, on a first-come-first-served basis. If a suite wants to book additional days, such bookings can be made no sooner than one month before the date required. The Owner/Resident of the suite along with the guest will check out of the room with the Building Staff by 11:00 a.m. on the last day of the booking. To aid check-in there is a one-day period between bookings to allow for cleaning and checking for damages. Check-in on the first day of the booking can be from 7:00 a.m.
4. **Maximum Occupancy:** 2 adults and 2 children. The children cannot occupy the Guest Suite without an adult (adult is someone 19 years of age or older) present or be left unattended.
5. **Room Conditions:** The Owner/Resident is required to provide pillows, bed linens and towels for the duration of the guest's stay. The room will only be cleaned prior to occupancy and after the guest leaves. The Owner/Resident and guest will do cursory cleaning of the suite at the end of the stay. Please note there is **NO SMOKING** and **NO ANIMALS** allowed. The damage deposit will be refunded after the suite has been vacated and checked for damages and any damages deducted.
6. **Cancellation Policy:** If an Owner/Resident who has made a reservation wishes to cancel the reservation, the Owner/Resident will inform the Building Staff as soon as possible. There will be a \$60.00 minimum charge if the cancellation is less than 7 days in advance, and this fee will be deducted from the damage deposit.
7. **Reservation:** All reservations will be done through the Building Staff only. The Owner/Resident will be required to complete a reservation form and agree to the regulations set out in this document.
8. **Guest Suite & Common Area Access:** A key to the suite and access fob will be provided to the guest for the duration of the stay. The guest will have access to the Owner/Resident floor, guest parking, front door, rear entrance level, fitness suite, swimming pool, library and party room. The guest will be compliant with the Bylaws and Rules of the Classico during their stay and the Owner/Resident is responsible for the guest adhering to these.
9. **Key & Access fob:** A key and access fob will be returned to the Building Staff at the end of the stay (see no. 3 above). If a key or access fob is lost, damaged or not returned, the Owner/Resident will be charged a \$75.00 fee and this will be deducted from the damage deposit.
10. **Television:** There is a television set in the guest suite with remote control. The television is programmed to receive a selection of channels and this cannot be altered in any way. The remote control must stay in the guest suite.

The Strata Corporation assumes absolutely NO liability or responsibility in the renting of the Guest Suite.



Guest Suite Rental Application

Name (print): _____ Owner Resident

Suite Number: _____

Telephone 1: _____

Telephone 2: _____

Number of Guests: _____

Guest Names:

1. _____
2. _____
3. _____
4. _____

Number of Nights: _____ **Check-in Date:** _____ **Check-out Date:** _____

Rental Fee Paid Amount: \$ _____

Damage Deposit Paid Amount: \$ _____

Guest Suite Keys and Access fob received

I have read the Guest Suite Rental Policy and Agreement Form and I agree to abide by its terms.

Signature of Owner/Tenant

Date