

# **Palazzo Condominiums**

## **Guest Suite Rental Guidelines**

### **Reservation/Guest Procedure**

Guest suite lodging is for the relatives and friends of Palazzo Condominium residents only. The maximum allowable stay will be 7 consecutive days.

### **Deposit**

A \$70 deposit is required upon confirmation. The deposit covers costs of cleaning and preparation. Credit will be put towards the total bill at the end of the guests stay. Refund of the deposit will not be returned if proper cancellation procedures are not followed.

### **Cancellation Policy**

Cancellation must be made 7 days in advance of the guest's arrival. This gives another resident the opportunity for use of the suite. Cancellations should be made through the Concierge.

### **Check In and Check Out**

Check in will begin at 2 pm. Check out will be by noon. Please have your guest check in and out at the Concierge desk. Keys and garage access will be dispensed at check in. If guest will be arriving after Concierge hours, the resident will pick up for guest when Concierge is on duty prior to guest arrival. Payment and key return will be completed at check out.

### **Rate**

The fee for guest suite rental will be \$70 per night. Charges will cover cleaning, laundry and lodging.

### **Billing Procedures**

Payment is required at check out and any monies owed by the guest will be the responsibility of the Palazzo Condominium resident sponsoring the guest.

### **Amenities**

The Great Room, Fitness Facilities and Concierge assistance are available to the guest of the Palazzo Condominiums resident.

### **Parking**

Guests should park along the street in front of the building or in visitor parking on the 'A level' of garage.

**Palazzo Condominiums  
Guest Registration**

***Check in after 2pm  
Check out by noon***

Resident Sponsor: \_\_\_\_\_

Unit #: \_\_\_\_\_ Using Parking Space: \_\_\_\_\_ Visitor *or* \_\_\_\_\_ Resident Sponsor

Date of Arrival: \_\_\_\_\_ Time of Check in: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Check Number/Date \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Check out: \_\_\_\_\_

Amount Due at Check out: \$ \_\_\_\_\_ Paid Check Number/ Date \_\_\_\_\_

Guest Name: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ License \_\_\_\_\_ State Registered \_\_\_\_\_

Home Phone: \_\_\_\_\_ Phone Number During Stay: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Accommodations Requested: \_\_\_\_\_  
\_\_\_\_\_

Please check the keys received: *Guest or Resident*

\_\_\_\_ Unit Key \_\_\_\_ Door Fob

(Guest initials confirming receipt)

Keys returned:

\_\_\_\_ Unit Key \_\_\_\_ Door Fob

(Concierge initials confirming return)

The Palazzo Condominiums assumes no responsibility for loss of money, jewels or other valuables. We are not responsible for contents left in room or automobile. The balance of pay compensation is required at check out and any monies owed by the guest will be the responsibility of the Palazzo Condominium resident sponsoring the guest. By signing below, I agree the above information is correct and agree to follow the Palazzo Condominiums rules and regulations.

Guest Signature \_\_\_\_\_ Date: \_\_\_\_\_

Concierge \_\_\_\_\_