**GUEST SUITE RESERVATION FORM**

Name Click or tap here to enter text. Unit no Click or tap here to enter text.

 Phone Click or tap here to enter text. Guest Name Click or tap here to enter text.

Contact Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of guests \_\_\_\_\_\_\_\_

Requested Date From **4:00PM** (CHECK IN DATE) \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

 Until 10:00AM (CHECK OUT DATE) \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

* Reservations will be accepted only from residing owners or tenant(s) who are identified on the Winterra Information Form.
* Any unit in arrears of strata fees, special levies or fines on the current financial statement will not be able to book guest suite.
* **A unit owner may only rent the guest suite for a maximum of seven nights during a 30-day period**
* During the high season, May 1 to Sept 30 and Dec 10 to January 7th, a unit owner may only rent the guest suite for a maximum of seven nights during a 30-day period. If the suite is still available 7 days before the initial booking, additional days can be booked to a maximum of 7 nights.
* During the high seasons no refunds will be permitted within 30 days before date of rental.
* The owner/tenant must be present in the building during their guests stay.
* **Reservation for Guest Suite will not be booked until payment and completed Guest Suite Information form has been received**.
* A receipt and confirmation code for the door will then be issued. Rental fee is $40.00 per night plus one-time cleaning fee of $35.00.
* No pets permitted in suite.
* Winterra is a no smoking building including the guest suite.
* Guest suite may be reserved for a maximum of 7 consecutive nights.
* Please provide your own sheets, pillows, towels and blankets and toilette paper
* Unit owners are fully responsible for the actions of their guests or any damage caused by their guests.
* To unlock the door, enter code and press ‘ezset’ button. To lock door press ‘ezset’ button.
* Guest vehicle may park in the visitor zone. The visitor parking area is for short term parking, maximum 48 hours. If you guest is not using their vehicle, please have them park on the street so as to allow for other short-term guest parking.

Rental Fee \_\_\_\_\_ nights X $40.00 = \_\_\_\_\_\_\_

Cleaning Fee $35.00

 Total: \_\_\_\_\_\_

* Payment can be made via e-transfer to the Facilities coordinator email, cash or cheque (payable to KAS 3521).