

GUEST SUITE RESERVATION FORM

Name _____ (Resident) Unit# _____

Phone _____ Guest Name _____

Contact # _____ Number of guests _____

Requested Date From 3:00PM (CHECK IN) _____, 20__

Until 10:00AM (CHECK OUT) _____, 20__

- Reservations will be accepted 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.
- 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 is not confirmed 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 \$35.00 per night plus one time cleaning fee of \$25.00.
- Make cheques payable to Pacific Quorum KAS 3521.
- No pets permitted in suite.
- No smoking in the suite.
- Guest suite may be reserved for a maximum of 7 consecutive nights.
- There is a sink, coffee maker, mini-refrigerator, microwave and television in the suite.
- Please provide your own sheets, pillows, towels and blankets.
- 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. Please use your unit's guest pass as vehicles without valid permits displayed can be towed. 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 \$35.00 = _____

Cleaning Fee: \$25.00

Total: _____

(Please wash and return dishes, utensils etc. to the cupboard. Dish soap, tea towels and dishcloths provided)