

## 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 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.
- During the high season, May 1 to Sept 30 and Dec 10 to January 7<sup>th</sup>, 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.
- **If another request comes in for the same dates, the booking will go to the resident whose email and payment is received first.**
- 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 \$35.00.
- Payment can be made via e-transfer to the Facilities coordinator email, cash or cheque (payable to KAS 3521) and deposited in the Strata Council mailbox in the foyer.
- 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.
- **COVID 19 Protocols.**
- NO- a/c remote, clock, coffee maker, utensils, toilette paper, dishes, or soaps. All cupboards and drawers will be taped shut as a reminder not to use.
- 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.
- Please remove your garbage when vacating the suite.
- To unlock the door, enter code and press 'ezet' button. To lock door press 'ezet' button.
- Guest vehicle may park in the visitor zone. Please use your unit's visitor 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: \$35.00

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