

# GUEST SUITE RESERVATION FORM

Name \_\_\_\_\_ (Resident Owner/Tenant) Unit#\_\_\_\_\_

Phone \_\_\_\_\_ Guest Name \_\_\_\_\_

Contact # \_\_\_\_\_ Number of guests \_\_\_\_\_

Requested Date From 3:00PM (CHECK IN) \_\_\_\_\_, 201\_\_\_\_

Until 10:00AM (CHECK OUT) \_\_\_\_\_, 201\_\_\_\_

- Reservations will be accepted from residing owners or tenant(s) who are identified on the Winterra Information Form.
- During the high season, May 1 to Sept 30 and Dec 10 to January 7<sup>th</sup>, a resident 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.
- The owners/tenants are fully responsible for the actions of their guests or any damage caused by their guests.
- To unlock and **lock** your suite enter your four digit access code and turn lock.
- Guest vehicle may park in any outdoor stall other than the visitor zone. A temporary guest parking permit will be made available for the dates booked. Please leave this pass on the dashboard/visible when parking in the outside parking lot. Please inform your guest that vehicles without valid permits displayed can be towed.

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)