

THE ELECTRA

GUEST SUITE RENTAL AGREEMENT & CONFIRMATION OF BOOKING

Guest Suite # _____

Guest Name _____

Suite Owner's Name _____ Suite # _____ Telephone # _____

Terms and Conditions:

1. Owner agrees to take full responsibility for the inventory of the suite.
2. Owner or agent is responsible for the following:
 - Suite keys to be picked up on check-in date: Monday to Friday at the On-Site Manager's Office (mezzanine level), either by appointment or in-person between 5 p.m. and 6 p.m.
 - Check in time is 3 p.m. and check out time is 11 a.m. It is the guest's responsibility to assure arrangements for transfer of keys is made outside normal office hours.
 - Suite keys and access key fobs MUST be returned to the office mail slot on mezzanine floor.
 - Any phone charges will be billed to the owner's strata lot.
3. The Strata Corporation accepts no responsibility for lost or stolen property.
4. Any damage or removal of articles or linens will be charged to the owner's Strata Lot.
5. For security reasons, lost keys will necessitate re-keying by a locksmith with charges to the owner's suite.
6. Full payment is required to have a confirmed reservation. Reservation will be made for the first guest making full payment. Please note the following late cancellation charges:
 - a. 1 to 7 days booking – 72 hours notice required.
 - b. 8 to 15 days booking – Four (4) days notice required.
 - c. 16 days and over – 2 weeks notice required.
7. No refund for early check out.
8. The Strata Corporation reserves the right to cancel any reservation with a 24 hr notice. In such case, a full refund will be issued to the Owner. The Strata Corporation accepts no responsibility for the owner's need to re-book alternate accommodation.

Rental period from _____ to _____ Total nights _____ x \$ _____ = \$ _____

Deposit Made: Date _____ Amount \$ _____ Rec.# _____ Method of payment _____

Owners/Residents signature _____ Print name _____

Guest's Signature _____

Authorized Personnel Signature _____