

# THE ELECTRA

## GUEST SUITE RENTAL AGREEMENT & CONFIRMATION OF BOOKING

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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-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.
3. The Strata Corporation accepts no responsibility for the guest's 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. A one night's deposit is required to guarantee the reservation and is payable at the time of booking. The balance of the booking is payable upon check in. The daily rate is \$75.00 no tax, double occupancy and \$5.00 each additional person.

Long term bookings are limited to 30 consecutive days. For bookings over 7 days a 50% of the rent needs to be paid immediately upon booking.

Please note the following cancellation policy:

- a. 1 – 7 days booking – 72 hours' notice of cancelation is required.
  - b. 8 – 15 days booking – 4 days' notice required
  - c. 16 days and over - 2 weeks' notice required
7. No refunds for early check out.
  8. The Residential Section of The Electra 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 Residential Section 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 \_\_\_\_\_

## LIABILITY WAIVER

This agreement releases the Residential Section and the Strata Corporation of the Electra LMS 1866 from all liability relating to any injuries or losses that may occur when using the guest suites.