THE LAURIER - 570 LAURIER AVENUE WEST

RULES AND REGULATION FOR THE GUEST SUITE

- Only residents at 570 Laurier are allowed to have their guests stay at our guest suite.

- Reservations must be made 72 hours in advance. Any reservation made within 24 hours of the required date will require an additional $10.00 charge.

- A reservation may be cancelled without charge 48 hours before arrival. It will cost the owner $20 if the reservation is cancelled 24 hours before and $30 if it is cancelled on the day of the expected arrival.

- The cost of renting the guest suite is $95.00 per night. This price is subject to change.

- The full amount is to be paid by cheque beforehand at the management office. The keys will be provided (by the office or by the superintendent) on the day the guests arrive and upon the guest/owner showing receipt of payment.

- Owners can reserve for a maximum stay of three consecutive days. They can renew their reservation thereafter (and before check-out time) provided no other owner has made a reservation for the guest suite.

- Check-in time is 2:00 pm upon the day of arrival. Check-out time is **11:00 AM** on the day of departure. The keys should be returned to the office, superintendent or left in the suite on the coffee table at check-out time.

- Sheets and towels will not be changed during the stay of a guest, except if the guest is staying for longer than 6 consecutive days. Any requests for a change of sheets and towels within this 6-day period will cost an additional $10.00 charge to the owner.

- The owner who has a guest in the guest suite is responsible for the full amount of the rent for the period of stay, as well as for any loss or damage (outside of usual wear and tear) incurred to the suite over the stay period.

- No smoking is allowed in the guest suite. A fine of $100.00 plus cleaning costs will be charged to the owner if a guest smokes in the suite.

- No pets are allowed in the guest suite. A fine of $100.00 plus cleaning costs will be charged to the owner if a guest allows pets in the suite.

- Failure to return the key on time will result in an additional charge of $95.00 per day until the key is returned. Lost keys will result in a $100.00 rekeying charge. If a key is not retuned and the suite is rented to another person the lock will be re-keyed and a $100.00 fee will apply.