

## Hotel Regulations

**The Management of our Hotel will be very grateful for your cooperation in following these Terms and Conditions, which is supposed to ensure peace and safety for all guests in the hotel.**

### § 1

1. The Regulations determine the principles for providing services, the liability and the stay in the hotel and form an integral part of the contract concluded by signing the registration card as well as making a booking or paying an advance payment or the whole amount for your stay in the hotel. When making these activities, the guest confirms that he has become familiar with and accepts the Regulations.
2. Regulations are binding for all Guests staying at the premises of Hotel Atut.
3. Regulations can be found in the hotel Reception and in each hotel room.

### § 2

1. A hotel room is rented for a day.
2. The hotel day lasts from 2 pm to 11 am of the next day.
3. If a Guest did not specify the length of stay when renting a room, it is assumed that the room was rented for one day.
4. Guest arriving to the hotel with dog or a cat is obliged to inform about this fact in the Reception.
5. The basis for Guest's checking-in is the presentation of an identity card to a Reception employee. In case a Guest refuses to present a document in a way which enables an Employee to check-in, the Reception Employee is obliged to refuse giving the hotel room card.
6. A hotel Guest should express their willingness to prolong their stay at the hotel reception desk by 9.00 a.m. of the day of expiry of the room's reservation.
7. The hotel will provide accommodation to a Guest who wishes to extend his/her stay within bounds of room-availability.
8. Staying in a hotel room or leaving belongings after 11.00 a.m. is perceived as extension of the stay. If a Guest will leave the room after 11.00 a.m. - the Reception will charge for a next day with full price.
9. The guest cannot transfer the room to third parties even if the period for which he has paid has not expired.
10. After 10.00 p.m additional individuals staying in a Guest's room must be registered.
11. The hotel may refuse to accept a guest who, during a previous stay, significantly violated the hotel's Regulations causing damage to the property of the hotel or guests or personal injury to the guests, hotel employees or other persons staying in the hotel or otherwise disturbed the guests' stay or the hotel's functioning.

### § 3

1. The Hotel provides services in accordance with its category and standard. In case of any reservations concerning the quality of the services, the Guest is asked to report them to the reception desk as soon as possible what will enable us to react immediately.
2. The Hotel is required to provide the Guests with:
  - professional service
  - cleaning the room and make necessary repairs of devices during the guest's absence, in the case of his presence, only when the guest expresses his consent or request;
  - the safety of stay including the safety of confidential information about the guest; a professional and polite service;
  - to keep secret the Guest's personal data
  - technically functional service

### § 4

1. The hotel bears responsibility for the loss or damage of the things brought to the hotel by Guests using its services within the scope determined by the provisions of Articles 846-849 of the Polish Civil Code, unless otherwise agreed by the parties.
2. The Guest shall report to the hotel reception the occurrence of damage, immediately after stating it.

#### § 5

1. The hotel reserves the right to demand payment in advance for the entire stay. All the payments (for the stay, phone calls, for the extra services, for the damages) are collected only by the Reception employees who are obliged to write out the bill.
2. At the guest's request, the hotel provides the following free services according to its category and standard:
  - granting information related to the stay and travel;
  - wake-up service at the chosen time;
  - storage of money and valuables during Guest's stay
  - storing the luggage during the Guest's stay and until 8.00 p.m. in the last day of the stay

#### § 6

1. The liability of the Hotel for any damage or loss of cash, securities, jewellery, valuables and objects of artistic or scientific value shall be limited if such items have not been deposited for safekeeping at the Reception. In the event of a loss of or damage to the items specified above, the compensation shall not exceed the amount determined in compliance with the Regulation by the Minister of Justice of 24 July 1998 concerning the limitation of liability of persons who run hotels or similar establishments for profit (Dziennik Ustaw of 1998, No. 117, item 758, as amended).

#### § 7

1. The hotel has got monitored car park.

#### § 8

1. For the safety reasons each time a Guest leaves his/her room, he/she should make sure that the door and is closed and leave the key at the Reception.
2. The guest bears material responsibility for any type of damage or destruction to objects, equipment and technical devices in the Hotel arising by his fault or by the fault of his visitors.
3. Due to fire safety, the use of heaters, electric irons and other devices not included in the room equipment is prohibited.

#### § 9

Personal objects left by a departing guest in the room will be shipped at the guest's request and cost to the indicated address. If the hotel does not receive such instructions, the hotel will store these objects for 3 months.

#### § 10

A smoking ban applies to the entire hotel, including balconies (except for specifically designated area called "Smoking Room" located on the level "0"). Guests who break the smoking ban are obliged to pay a fee for the cleaning and ozonisation of the room.

#### § 11

1. The guest expresses his permission to store and process his personal data according to the Personal Data Protection Act (Journal of Laws from 2015, item 2135) by Hotel Atut Sp. z o.o., Toruńska Street 27, 62-563 Licheń Stary as necessary for the implementation of the guest's stay in the hotel and the guest's use of other services provided by the hotel. The guest has the right to inspect his personal data and amend it. All the additional information can be obtained at the phone number: 63 270 87 26.

#### § 12

All the additional information can be obtained at the Reception. Phone number 700 or 710.

Atut Med Tel. 715

Restaurant Tel. 716

Drink Bar Tel. 711

Zanzibar Tel. 741

Hotel line - necessary to select room's number

Outside line - necessary to select 0

Outside international line - necessary to select 000

Internet - the Regulations must be accepted

Once the stay in the Hotel has been started, it means the Regulations has been accepted by Guest.

Hotel Management