

Guest Suite Reservation Form

Riverside Gate II Condominium Corporation OCSCC # 769

Date: _____

Suite Number: _____

Name of Resident Host: _____

Phone Number: _____

Number of Guests: _____

Name(s) of Guests: _____

Reservation Date(s): _____

Total Number of Nights: _____

Please note

CHECK-IN TIME is after 2:00 p.m.

CHECK-OUT TIME is no later than 10:00 a.m.

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1. The Guest Suite may be rented to an RG2 resident host for their guests up to THREE (3) months in advance. An RG1 resident host may reserve the suite for their guests up to ONE (1) month in advance.
 2. The Guest Suite rental rate is \$85.00 per night. Payment is due in full at the time of booking. Payment must be provided by the hosting resident. Payment is accepted by cheque made out to OCSCC No. 769. No cash please.
 3. The resident host accepts full responsibility for the conduct of her/his guests while they are on the premises.
 4. The resident host agrees to be responsible for any damage or loss of any furnishing and equipment resulting from the use of their guests. The resident host will be responsible for the replacement cost of any Guest Suite keys and key fobs and other items lost and/or damaged during the period of rental.
 5. The resident host has noted the attached inventory of the Guest Suite content.
 6. The use by the same guest(s) is limited to FIVE (5) consecutive nights. An extension may be made ONE (1) month in advance of the first day of reservation unless another resident host has reserved the suite.

7. If a resident host is booking the Guest Suite for one of the peak holiday periods listed below, the resident host may NOT book it more than two weeks in advance for the same peak holiday period in the following year.
 - a. Christmas and New Year's (December 24th through January 2nd)
 - b. Easter Weekend (Good Friday through Easter Monday)
 - c. Victoria Day Weekend (Friday through holiday Monday)
 - d. Labour Day Weekend (Friday through holiday Monday)
 - e. Thanksgiving Day Weekend (Friday through holiday Monday)
 - f. Civic Holiday Weekend (Friday through holiday Monday)
8. The resident host will check the suite following the departure of her/his guest(s) to ensure their belongings have been removed. The resident host understands that if their guest(s) fail to vacate by 10:00 a.m., the staff will remove all items in order to prepare the Guest Suite for the next user. Management and Staff are not responsible for any items left in the Guest Suite.
9. Cancellations must be made in writing 48 hours prior to the check-in date. A resident who reserves any number of days that include a holiday will not be entitled to a refund if the resident cancels any of the days and the suite remains empty unless one months' notice is provided. No extensions of the reservation may be made until the last date of the reservation, if the Guest Suite is available.
10. The Resident host must advise their guest(s) that smoking is not permitted in the Guest Suite. The resident host is responsible for the cost of removing all odours resulting from smoking in the suite.
11. The Resident host must advise guests that pets (other than guide dogs) are strictly NOT permitted in the suite. Guests may leave their pet with the hosting resident and must abide by the RG2 Dog Rules. A copy of the Dog Rules will be left in the Guest Suite and on the RG2 website.
12. The Emergency Exit door from the Guest Suite must be closed at all times. Propping the exit door open is not permitted.
13. The Guest Suite telephone is to be used for local and 911 emergency calls only.

Submit this form, completed with payment to the OCSCC 769 Staff. Please note that Iron Horse security staff cannot accept completed forms and payment. Reservations must be made with the regular concierges Monday to Friday. If the regular concierges are away for extended periods, the Building Superintendent may be contacted through the Iron Horse concierge on duty to approve the reservation.

Number of Days _____ x \$85.00 = _____ Cheque Number: _____

Date: _____

Signature of Resident Host: _____

Approved by Property Manager: _____

Inventory of Guest Suite Contents

Subject to change without notice.

1. Two Sets of keys with attached key fobs
2. Two double beds
3. One night table
4. One dresser
5. Two lamps
6. One chair
7. Two luggage racks
8. One round table
9. Cordless telephone
10. Alarm clock
11. Coffee maker (includes two coffee packages and two condiment packages)
12. Two glass mugs
13. Two drinking glasses
14. Two plastic cups
15. Two wine glasses
16. Linen (sheets, pillow cases and comforters)
17. Two sets of each: face towels, hand towels and bath towels
18. One bar fridge
19. One 27" television
20. 12 wooden hangers and 4 steel pant hangers