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## **„BUKOWA PRYZSTAŃ” – RULES AND REGULATIONS**

The Management Board of “Bukowa Przystań” will be grateful to you for your cooperation in observing these Regulations, which Regulations are intended to ensure the peaceful and safe stay of our Guests.

### **§ 1**

1. Commencement of stay in the residence is equivalent to acceptance of these Rules and Regulations, which is confirmed by signing the registration card.
2. Upon check-in, Guest is obligated to present to the Reception staff a document with a photograph confirming identity. If the Guest refuses to produce a document making it impossible to determine their identity, the Receptionist will have to refuse to issue the key to the room.
3. Reception staff is responsible for providing all necessary information concerning the Guest's stay.
4. Rooms are rented for hotel days (24 hours).
5. If Guest has not specified the duration of his/her stay, it is assumed that the room was rented for one hotel day.
6. A hotel day starts at 2:00 p.m. on the day of arrival and ends at 12:00 a.m. of the following day.
7. If Guest wishes to extend their stay beyond the period indicated on arrival, they should notify the Reception about that fact by 9 a.m. of the day on which the room's rental period expires. The residence shall grant the Guest's wish to prolong the stay subject to availability.
8. Leaving belongings or remaining in the room after 12:00 is treated as automatic prolonging of the stay. If Guest leaves the room after 12:00 the residence will charge a fee for the next night at the price prevailing on the given day.
9. Guest can cancel reservation free of charge until one day before arrival. Cancellation of reservations for more than three hotel days is possible no later than seven days before arrival.

### **§ 2**

1. Guest shall not let the rented room to third parties, even if the period for which the Guest has paid the due charge has expired.
2. Persons who are not checked in the residence may stay in a room from 9 a.m. till 9 p.m.
3. Stay in the residence of persons who are not checked in after 9 p.m. is equivalent to the Guest's consent to add such persons to his/her room for a fee. Addition of each person shall



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take place at the current price of an extra bed for an adult, based on the currently prevailing pricelist.

4. In the event of breach of these Rules and Regulations the residence may refuse to provide further services to the person who breaches them. Such a person is obliged to immediately comply with the demands of the staff, pay amounts due for the services provided so far, pay for damages, if any, and leave the residence premises.
5. The residence may refuse to accept Guest who grossly violated these Rules and Regulations during the last stay by damaging the residence's or guests' property or by inflicting damage on other Guests, residence employees or other persons staying in the residence or in other way violated the stay of other Guests or the functioning of the residence.

### § 3

1. Nocturnal silence lasts from 10 p.m. to 6 a.m. of the next day.
2. During the nocturnal silence Guests and persons using the Residence services have an obligation to behave properly and not to disturb the peace of other persons.
3. The Residence can refuse service to the person who does not follow this rule.
4. Guest bears full material and legal responsibility for any loss, damages or destruction of residence furnishings and appliances resulting from his/her fault or from the fault of his/her visitors.
5. Children under 13 staying in the residence have to be under constant care and supervision of adults. Damages or losses cause by children are the responsibility of their legal guardians.
6. Smoking cigarettes and tobacco products is completely prohibited in residence premises (including rooms and balconies, Jubilee Hall, toilets, etc.), in accordance with the act of 08.04.2010 amending the act on protection of health against the consequences of the use of tobacco and tobacco products and the act on State Sanitary Inspection (Journal of Laws No. 81 Item 529). Violation of the prohibition is subject to a fine of 500,00 PLN.
7. Breach of the smoking prohibition in the room is equivalent to the Guest's consent to cover the costs of deodorization of the room in the amount of 500,00 PLN.
8. Smoking is permitted only in the designated smoking sections (i.e. outside the Residence).
9. Due to fire safety matters devices such as space heaters, irons and other electrical equipment apart from the standard facilities available in each room under no circumstances should be used. The above provision does not apply to charges and power supplies of radio and TV and computer equipment.
10. No pets are permitted in the residence. Due to hygienic reasons, it is strictly forbidden to lead pets into the restaurant. Dogs must be on leash while walking through residence property.



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#### § 4

1. Breakfast is available from 7.00 a.m. – 9.00 a.m. from Monday to Friday and 7.30 a.m. – 10 a.m, Saturday – Sunday and holidays. Breakfast is included in price.
2. Restaurant is open 7.00 a.m. – 10 p.m. from Monday to Sunday.
3. Dishes are served from Tuesday to Friday 3 p.m.- 9 p.m., Saturdays and Sundays 2 p.m. – 10 p.m.
4. Each time Guest leaves his/her room he/she should make sure the windows and door are safely locked, electrical appliances are switched off, water tap is turned off and leave a key on the reception desk.
5. Loss of a room key is subject to an extra charge of 50,00 PLN.
6. Personal belongings left by guests in the room upon leaving shall be sent to the address indicated by the Guest at their expense. If such an instruction is not received, the residence shall store the items for the period of 3 months, and then give the items away to charity of its choice or dispose of them.

#### § 5

1. The residence's liability for any loss or damage of items brought in by Guests to the residence is regulated by provisions of articles 846-849 of the Civil Code. The residence's liability shall be limited if such items are not deposited at the reception.
2. The residence has the right to refuse to store money, securities and valuable belongings, especially valuables and items of scientific or artistic value if they pose a threat to safety or if they take up too much space.
3. It is not allowed to take explosive, weapons, inflammable materials or other dangerous chemicals in the residence.

#### § 6

1. BUKOWA PRZYSTAŃ shall provide:
  - the conditions of complete and unhindered relaxation for Guest,
  - the safe stay, including the safety of protecting the confidentiality of the information about Guest,
  - cleaning of the room and necessary repairs of the equipment during the Guest's absence and if the repairs are to be carried out in the Guest's presence, they may only be executed with the Guest's explicit wish,



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- technically efficient service, and in the case of the damages which are impossible to be removed, the residence shall take every effort to provide the Guest with another room, depending on the residence's possibilities, or to alleviate the inconveniences for the Guest in some other manner,
  - the residence provides (at a fee) safe deposit boxes for Guest's valuables, according to the conditions described in § 5. Fee is 100,00 PLN/day.
2. At the Guest's request, the residence renders the following free-of-charge services:
- providing information regarding the stay and travelling,
  - wake-up call,
  - making reservation in other hotels in Poland,
  - information about events, that currently take place in Residence and in Barlinek and surroundings.
3. Guests are requested to submit any complaints regarding the quality of services at the reception desk as soon as possible, thus allowing for the residence's immediate reaction.