

# The Hotel "Beijing Garden" (Registration Card)

Please, read and fill in the Hotel form

1. Surname \_\_\_\_\_
2. Name \_\_\_\_\_
3. Room No \_\_\_\_\_
4. Arrival date \_\_\_\_\_
5. Departure date \_\_\_\_\_
6. Date of birth " \_\_\_\_ " \_\_\_\_\_ 19\_\_
7. Passport \_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

8. How do you know about hotel?  
\_\_\_\_\_

Registration date " \_\_\_\_ " \_\_\_\_\_ 20\_\_ r.

Signature \_\_\_\_\_

9. Signature reception \_\_\_\_\_

## Dear Guests! Please keep the following regulations

- Payment for residence is to be made by the day according to the price-list approved by the hotel directorate.
- Check time is 12 hours for local time of the day.
- Staying at the hotel for one day payment should be made for the actual time of the residence/ When prolongation of staying, for the second and the next days payment is to be made according to the checkout time in the hotel.
- Administration is not responsible for the values, which were not deposited in the safe.
- A key is given to the resident on presentation of a business card. When leaving the hotel the key of the room must be returned to the receptionist.
- At the instance of the resident guests may be in room without any time limitation only by approbation of the hotel receptionists. Outsiders are not allowed. These measures are keep silence, turn down TV, radio after 11 p.m. local time.
- Remember to turn off water-taps, shut the windows, turn off the light, TV, radio and lock the room when leaving.
- It is prohibited to give the key to the outside. It is prohibited to keep weapon and flammable things, use electric stoves and electric water heater, keep animals in the room.
- When departure the resident must pay on account for all services and return the key.
- Please take good care of the hotel property.

Signature \_\_\_\_\_ date \_\_\_\_\_

Signature reception \_\_\_\_\_

I got acquainted with rules of the hotel accommodation and requirements of fire safety and I agree with them. I will be responsible for payment of invoice, exposed by hotel, in a case if the specified people, the company, can not execute the obligations on payment of the specified services.

Administration is not responsible for the values, which were not deposited in the safe.

Date of my departure is specified in the given card. I undertake to leave room till 12 o'clock in the afternoon. In case of departure after 12 o'clock in the afternoon the additional payment will be.

### **Residing rules in the hotel complex the "Pekin Garden".**

- 1) Hotel works 24 hours. Checkout time is 12 hours for local time of this day.
- 2) Breakfast is in cafe from 8:00 till 10:00.
- 3) Free services of the hotel: sauna with swimming pool №4 from 8:00 till 10:00, parking, a first aid call, wake up service.
- 4) For storage of valuable things you can rent the safe.
- 5) We are kindly asking you to take good care of the hotel property.

### **Fire prevention rules:**

leaving number, please close cranes, windows, switch off light and other electro devices. In case of damage, guests should compensate the caused damage.

### **For order and safety in hotel it is forbidden:**

- 6) -To smoke in rooms, halls
- It is prohibited to give the key to the outsiders
- It is prohibited to keep weapon and flammable things, use electric stoves and electric water heater, keep animals in the room
- To store in room self-igniting materials
- To carry on territory of the hotel and to store weapon in room
- To break norms of behavior, to be on the hotel territory in strong alcoholic intoxication, under the influence of narcotics
- To damage hotels property
- To be in the room with visitors after 23:00 without payment of their stay in the hotel

### **Order of booking, staying and paying:**

7)-Payment for residence is to be made by the day according to the price-list approved by the hotel directorate. Payment should be made in rubles at the rate of the Russian Federation.

Children till three years live in hotel free of charge.

8) For the guaranteed room reservation the advance payment is taking according one day staying rate. Also another ways of payment are considered in coordination with hotel administration.

At arrival the visitor pays the remained part.

At delaying more than 1 day booking is cancelled, the advance payment for the first day is not returning.

9) At arrival the visitor gives the document confirming his person.

10) In case of early arrival or late departure the visitor pays half a day, if more than 12 hours from a checkout time the visitor pays a room rate for full day.

11) At the instance of the resident guests may be in the room during 23:00 only by approbation of the hotel receptionist. After that their staying should be paid. Outsiders are not allowed. There measures are taken to provide your security.

12) If visitors remained in number after 23:00 they should be registered preliminary in service of reception and placing of visitors and to pay residing at conformity with tariffs

13) Current cleaning is made daily from 10 o'clock till 18 o'clock. Linen-once replacement in three days.

14) A key is given to the resident on presentation of a business card. When leaving the hotel the key of the room must be returned to the receptionist.

15) When departure the resident must pay on account for all services and return the key.