

welcome to



CORONET VIEW apartments and b&b

Guest Responsibilities

As a guest of Coronet View, there are certain responsibilities and undertakings that we require you to agree to before moving into your apartment. Please read carefully then sign to show you have understood and accept the following responsibilities.

Departure time

Departure time is 10:00am. Late checkouts may be permitted subject to availability and must be notified in advance. A small fee may be payable. Late checkouts not previously negotiated may be subject to late departure fees. All guests and visitors must leave by departure time.

Keys

Replacement charge for Security Tag/Keys not returned or lost is \$100. If you're keys are locked into the apartment a \$20 key charge may apply.

Guest numbers/visitors

All guests must be registered. Please ensure you notify the duty manager if you have extra people staying the night. As a guest of Coronet View you are responsible for any visitors to your apartment.

Heating

Due to fire hazard, electric blankets and bedroom heaters must be turned off when guests are away from the apartment.

Cleaning

You are responsible for the condition of the apartment on your departure. Apartments are to be left in a tidy state or a cleaning fee will be incurred (minimum \$100). This includes dishes washed and away at the end of your stay and all rubbish removed and put in green rubbish bins supplied.

Damage policy

Any damages to Coronet View property must be immediately notified. If guests or their visitors damage Coronet View property replacement charges will apply. Similarly, lost remote controls etc will incur replacement charges.

Excessive noise policy

Coronet View is located in residential zone and is therefore required to enforce a No Party and Excessive Noise Policy. In the event of complaint of a party taking place a first and final warning will be issued by the Duty Manager / Security Officer. A second complaint will cause immediate eviction. In the event of an eviction you will be charged for the room.

Eviction rights

Coronet View reserves the right to evict a guest and / or visitors (refer to our website www.coronetview.com for booking terms and conditions).

The following are examples of situations where Coronet View would invoke its eviction rights:

- Intoxication and unsavoury behaviour
- Throwing an object over apartment balconies
- Physical or verbal assault towards staff, residents or other guests
- Wilful damage to Coronet View property
- Any incident for which the police need to be called on to the premises
- Any behaviour posing a safety threat to others
- Ignoring advice to reduce excessive noise

A credit card number or bond will be taken for guests. Bond may or may not be forfeited and credit cards can be charged in the event of any breach of the responsibilities outlined above.

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Liability Agreement

Date: / /

I agree to adhere to the Coronet View No Party and Excessive Noise Policy and will respond immediately to any request for noise to be reduced or abated.

I agree that Coronet View accepts no responsibility and is not liable for any damage to my or my visitors' property during my stay in Apartment No. ____

I hereby agree to pay for any cleaning, property damages and repair costs that may occur as a direct result of my stay in Apartment No. ____

I agree to pay the replacement keys/security tag fee in the event of not returning my keys/security tag.

I acknowledge and agree, by signing this form, to abide by the responsibilities outlined above.

Guest Name: _____

Names of all guests staying in apartment

Credit Card details: Visa/Mastercard/Bankcard (circle one)

or cash deposit: \$_____

Credit Card number:

Name on card: _____

Exp. date /

Signature: _____

Date: _____

CV Representative: _____

Date: _____