

Guesthouse Accommodation Guidelines

A. BOOKING PROCEDURES & FEES

1. Members/Guests will be charged the standard daily rate of P5, 000 per day. The rate includes VAT, Internet (wifi connection), cable, gas, water and trash charges. Electricity, on the other hand, will be separately billed and metered upon termination of stay. Maximum number of stay for each member is **60 days** within 12 months. Members/guests may only book one unit at a time Multiple and/or consecutive booking of will be subject to unit availability. For members who have reached their 60-day entitlement, reservation will only be confirmed 14 days prior check-in date.
2. Advance bookings will require a reservation fee of P5, 000.00 or 25% of total rental whichever is higher. The reservation fee will serve as the security deposit which is totally refundable if cancellation is made at least 30 days before check-in date. Fifty percent (50%) of the amount will be refunded if cancellation is made 29 to 15 days prior check-in date. For cancellations made 14 days or less from check-in date, the full amount will be forfeited. This fee is deductible from the total rental billed upon termination of stay.
3. Reciprocal guests may pay the reservation fee via bank transfer. The Manila Polo Club will be providing the guest its dollar account number. Reservation will not be made unless bank transfer has been confirmed by the Club. Current foreign exchange rates will apply.
4. Members/guests must register (check-in) at the Office of the General Manager (OGM) during office hours (8 a.m. to 6 p.m.), Mondays to Saturdays; on Sundays, booking/registration will be facilitated by the Concierge (9 a.m. to 4 p.m.) and duly noted by the Duty Manager. A representative from Housekeeping with one from Security will escort the member/guest to the unit. A complete checklist of the items will be given to the occupant upon arrival at the guesthouse. This should be duly signed and acknowledged because the same will be used as reference upon check out.
5. Check-in time is at 3:00 p.m. (to allow cleaners to finish) and check-out time is at 12:00 p.m. Special arrangement can be made with advance notice subject to unit availability. The occupant is requested to call the OGM at 817-0951 locals 202 or 210 at least 1 hour before the check out time. The OGM staff will then ask the representative from Housekeeping to check the unit based on the checklist acknowledged by the guest.

The checklist will be submitted to the OGM before actual check-out time to ensure proper charging. The occupants will be held responsible for any loss or damage to furniture, artworks, glassware and utensils which will be charged accordingly. No changes on the internal and external structures should be made. Request for additional equipment or furnishing is subject to the approval of the General Manager.

6. A maximum of two (2) sets of keys will be issued to the member or guest upon booking and must be returned upon check-out. An additional set of keys may be provided upon request with a deposit of P500.00 which will be retired when the three sets of keys are returned upon check out. For lost keys, a fee of P300.00 per key will be charged to the member/guest.

B. GUESTHOUSE POLICIES

1. Only local telephone calls within Metro Manila are allowed. Long distance domestic/overseas call access is not provided.
2. Each guesthouse unit may only be occupied by an individual or a family of not more than four persons with an additional slot for a household help or driver. STRICTLY NO SUB-LEASING.
3. Each unit is provided with a parking facility for one vehicle. Visitors of the member/guest may park within the spaces designated for visitors.
4. Housekeeping service is available thrice a week. Members/guests may note their preferred schedule (day and time) in the registration form. The function of the chambermaid is limited to cleaning of the unit and replenishment of supplies (i.e., tissue paper, soap, towels). Additional charges will apply if more than two (2) standard linen changes per week are required.
5. Guests of members may use all Club facilities subject to compliance with the House Rules and Regulations. Applicable fees will be charged to the sponsoring member. The member is required to complete an application form for a guest card.
6. Pets are not allowed within the premises.
7. Member/guest-residents are subject to the Rules & Regulations of the Townhouse Association (copy of which is available inside the unit)

Above guidelines are accepted and fully understood:

NAME OF MEMBER/GUEST & SIGNATURE

SPONSORING MEMBER'S NAME & SIGNATURE
(FOR GUEST)

M.C. No. _____

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