



HERRICK GUEST SUITES

NEW YORK

HOUSE POLICIES

Welcome to Herrick Guest Suites. We are delighted to accommodate you during your stay, our staff is passionate about providing the finest possible service. Because we are providing accommodations within a very residential setting, we have a set of guidelines that we require guests adhere to. To ensure you have a successful stay, please read this entire notice.

Thank you.

(Please note this is our general house policies, each apartment has its own specific guidelines.)

IF YOU SHOULD HAVE ANY QUESTIONS AT CHECK-IN TIME:

Please contact the Guest Services Manager at 1 (877) 447-8291 Ext. 3

CHECK-OUT:

Check-out time is by 11am.

If you desire a late checkout, please notify Reservations or Guest Services at least 24 hours before check out.

With permission, there may be a charge of up to 50% of one nights stay. Without permission you may be charged the full amount of an extra night. At the end of your stay, please leave the keys you have been in the apartment.

Lost or unreturned keys will incur a charge of \$100.

NOISE, PARTIES AND BUSINESS ACTIVITY:

Your suite is in a private, residential building. It is strictly against our policy and the policy of the building owners for guests to create excessive noise, throw a party of more than 6 guests, or conduct any professional business that produces noticeable traffic. If you are considering such activity please check with us first in writing. There may be an acceptable way to help you accomplish your goals. However, by ignoring these rules you will be asked to leave the suite - without a refund- and may be fined up to \$5000.00. The credit card on file will be charged in the unlikely event that this policy is violated.

CLEANING:

Your rate includes customary clean-up after you check-out. However, if excessive cleaning and/or repairs are necessary, there will be an extra charge.

NO SMOKING PLEASE.

Violation of this rule, by order of NYC fire department, will result in a fine of up to \$400.

ENTRY TO THE SUITE: HGS reserves the right to enter your suite during your stay for repairs, replenishment of supplies or to check on the suites if we've received any complaints about unruly conduct. We will do our best to give adequate notice.

Please understand that your credit card on file with us will be used to cover any charges incurred for failure to live within these guidelines.

IN-HOUSE PHONE: The usage of the phone is free within the United States.

WIRELESS INTERNET: There is wireless internet in every apartment that is free of use. We provide you with the network and password at the suite. If you are not able to locate the wireless network, please use the Ethernet cord provided with the modem.

REFUSE AND RECYCLING: Trash and recycling are picked up on various days according to the apartment, the days are specified in the apartment's guidelines. Please place bags outside of your door. Please recycle paper, cardboard, glass and wire hangers. Please have separate bags for paper, glass, and hanger recycling.

TAXI: 212-777-7777 or 212-666-6666. You can also hail a yellow cab on the street.

Please don't hesitate to call or email with questions. We're looking forward to your stay with us!