



HERRICK GUEST SUITES

NEW YORK

RENTAL CONTRACT

Dear _____,

Your reservation for _ night(s), arriving on __, XX-XXX-2010 and departing ____, XX-XXX-2010 at 11 am, has been confirmed with Herrick Guest Suites.

Our _____ Suite - _ Bedroom Suite is reserved for you.

Our Tribeca Greenwich and Duane Street - Two Bedroom Suite is reserved for you.

The address is _____, New York, NY _____

Your bill is as follows:

Room charge: \$XXXX.XX

Total tax: \$XXX.XX

Total: \$XXXX.XX

We received a deposit of: \$XXXX.XX

Your balance due is: \$XXXX.XX

Please note the following:

ARRIVAL AND DEPARTURE INFORMATION:

Check in after 3pm.

Check out time is 11am.

KEY GREETER: As a service to our guests, we arrange a key greeter to meet you at the suite upon arrival. The key greeter will escort you to the suite, help with your luggage and answer any questions you may have about the suite.

In order to coordinate this arrangement, please email your contact/mobile number for when you are in New York City and your arrival time information to reservations@herrickguestsuites.com

IF YOU SHOULD HAVE ANY QUESTIONS AT CHECK-IN TIME

Please contact the Guest Relations Manager at 1 (877) - HGSTAY1

CHECK-OUT:

If you desire a late check-out, 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 the room charge, depending on the time you would like to check out. Without permission you may be charged the full amount of an extra night.

CONCIERGE: Please call 1(877) HGSTAY1 prompt #5 for assistance with dinner reservations, theatre tickets, car service arrangements and many other services.

BALANCE PAYMENT:

The balance will be charged up to two weeks before your arrival date to the credit card we have on file. If you would like to pay with another credit card, please contact us with your alternate billing information. Please let us know if you would prefer to pay by check. Checks must be received 2 weeks before your check-out date. Otherwise, the balance will be charged to the card we have on file.

Please note that your credit card will be billed to A and L Home Enterprises or A and L Home Enterprises DBA Herrick Guest Suites.

Sorry, no refunds for early departures.

CANCELLATION POLICY:

The total amount of the reservation minus a \$90.00 cancellation fee is reimbursed if the cancellation has been communicated to Herrick Guest Suites in written format more than 30 days prior to arrival date. With 15-30 days notice, the deposit will be forfeited. With 1-14 days notice, the total amount will be forfeited.

CLEANING:

Your apartment will be cleaned after you check-out. However, if beyond-normal cleaning and/or repairs are necessary, there will be an extra charge.

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

NO SMOKING: Violation of this rule will result in a fine of \$400.

NOISE, PARTIES AND BUSINESS ACTIVITY:

Your suite is a private, residential apartment. It is strictly against our policy and the policy of the building owners for guests to create excessive noise, be public disruptive or display inappropriate behavior, throw a party, or conduct any professional business that produces noticeable traffic. If you are considering such activity, please check with us first. There may be an acceptable way to help you accomplish your goals. By ignoring these rules you will be asked to leave the suite, without a refund, and may be fined up to \$5,000.00. The credit card on file will be charged if this policy is violated.

PLEASE NOTE:

We do our best to give you the apartment of your choice. In rare instances, Herrick Guest Suites will have to change the apartment assignment on your reservation. We do promise an apartment equivalent to or an upgrade to the one you have requested.

Herrick Guest Suites reserves the right to enter a suite for repairs or to replenish supplies when necessary.

CONTRACT WORDING AND CLAUSE

Changes and alterations of this contract need to be in writing.

If some of the legal requirements of this contract are inoperative or impractical, or become so after completion of the contract, the effectiveness of this contract not be affected. At the point of inoperative or impractical legal requirements the individual should reach an agreement that comes as close as possible to the economic goals that the parties of the contract tried to achieve.

This contract relates to the law of the following country: USA.

PLEASE REPLY that you have read, understand and agree with the above policies:

Please call or e-mail with any questions.

We look forward to your stay with us!

Thank you,

Reservations & Sales Team

Herrick Guest Suites

Toll Free: 1-877-HGSTAY1

Local: 646-701-5018

www.herrickguestsuites.com

Reservations@herrickguestsuites.com