



GUEST SUITE BOOKING FORM

There are two Guest Suites at Gateway South Centre for resident and non-resident Owner use. These Suites are fully furnished. However, residents are required to supply their own linens and towels for guest.

Residents who have booked a room are responsible to ensure their guests do not roam the hallways, cause excessive noise or smoke in the common areas.

The following policy is in place for booking and use of the Guest Suites:

Booking

A copy of the Guest Suite Booking Form is available via gatewaysouthcentre.com.

Bookings are only accepted within a maximum of 6 months in advance.

Tenants are eligible to book the Guest Suites; however, the owner should complete the booking on behalf of their tenant as the owner of the Unit will be held liable for any negligence displayed by the tenant and/or their guests.

Damage Deposit & Fees

The charge for using a Guest Suite is \$60.00/night and there is no deposit required; however, acceptance of this form gives Gateway South Centre the right to charge back the cost of any damages or cleaning costs associated from your use of the room.

Payment for use of the room must be submitted prior to the first date of your booking. You may pay by cheque at the site office. We can no longer accept cash on site.

Cleaning

Guest Suites are cleaned by a professional cleaner. All that we ask of you, is that you leave the suite in a tidy manner. If the suite is not left in a tidy manner & needs extra cleaning, the renting unit receive a chargeback on their account for said cleaning.



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The Board has the right to refuse bookings based on improper use and availability.

BOOKING INFORMATION

Name: _____

Unit: _____

Phone: _____

Email: _____

Are you the Owner or Tenant? _____

If you are the Tenant, we require written authorization from the Unit Owner to proceed with your booking.

Guest Suite: _____

Check In Date: _____ Check Out Date: _____

Signature: _____