



## HOSPITALITY SUITE & GUESTROOM GUIDELINES

*We understand the need for guests to entertain in their guestroom/suites during their stay.*

*Below are guidelines to ensure that we comply with State Liquor Laws and protect the quiet enjoyment of other guests.*

### Suite-Guestroom Guidelines

- ❖ Suite door **MUST** remain **closed** at all times, representing 'Private Event' and contact is responsible for allowing access into the suite. Suite numbers are not considered guaranteed until check-in
- ❖ No sign stands or easels may be placed in the hallway
- ❖ Our capacity in our Luxury Suites is 20 people, Guestrooms are 8.
- ❖ Our security department has the final say for the safety and quiet enjoyment of our guests. If at any point we deem safety or quiet enjoyment to be a concern, we will ask guests that are not registered in the suite to vacate.
- ❖ In order to prevent guest noise complaints, we ask that you assign members of your group to the rooms within close vicinity of your hospitality suite
- ❖ As the registered guest, you will be responsible for any damage to the room, any missing items or excessive cleaning requirements
- ❖ The hotel is completely non-smoking. Should smoking occur within the suite or a bedroom, a \$250 cleaning charge will apply for deep-cleaning
- ❖ Additional keys to the hospitality suite will only be issued to the guest registered in the suite
- ❖ Bedroom and/or Parlor furniture is not to be removed from the suite or connecting Bedroom(s).
- ❖ Furniture cannot be relocated within the suite and/or connecting bedrooms. Should any furniture be removed and or dismantled there will be a \$500.00 charge per room, plus any damage charges.
- ❖ If additional chairs and tables are requested, hotel reserves the right to deny the request based on safety and security guidelines.
- ❖ All entertaining in Suites or Guestrooms must conclude by 1:00 AM unless security has been called to the room for noise complaints.
- ❖ Should the hotel receive any noise complaints:
  - Guest will receive one warning if prior to 1:00AM.
  - The second time the Hotel Security is called, guests not registered to that room will be asked to vacate the room
  - If Security is called AFTER 1:00am, the room will be asked to Check Out and leave the hotel property
- ❖ Any noise complaints that result in compensation will be charged to the registered guest(s) of the room responsible for such noise.

### Food & Beverage Guidelines

- ❖ Food & Beverage not purchased through the hotel is not permissible in any of the meeting rooms or public space
- ❖ Guests cannot have any chafing dishes, cooking apparatuses, or any large amounts of food in their guestrooms.
- ❖ Guests are not allowed to cook (in any form) in the hotel or on hotel grounds.
- ❖ One cooler is allowable per room.

These guidelines are provided to ensure the comfort and protection of you and your guests. We would appreciate your assistance in ensuring the compliance of your guests. Enjoy your stay and please advise our staff of how we may best be of service to you.

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Guest Signature

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Date