

Brief accommodation rules

Approved by Order of the General Director

in the «Pushkino» Art-hotel

«16» April 2018 № 11



- 1) Citizens of the Russian Federation must present one of the following documents when checking in:
 - passport of a Russian citizen certifying the identity of a citizen of the Russian Federation on the territory of the Russian Federation;
 - birth certificate for a person under 14 years;
 - passport certifying the identity of a citizen of the Russian Federation outside the Russian Federation for a person permanently residing outside the Russian Federation;Foreign citizens must present the following documents when checking in:
 - passport,
 - migration card (except for citizens of the Republic of Belarus),
 - visa,
 - a residence permit or a temporary residence permit,
 - other documents in accordance with the current migration legislation.
- 2) The priority right to accommodation in the hotel is obtained by persons with confirmed booking of the room. All other guests are placed in the order of the general queue.
- 3) The Hotel`s check-out time of service starting (time of arrival) is 15:00 on the date of the Guest`s arrival. The Hotel`s check-out time of service ending (time of departure) is 13:00 on the day of the Guest`s departure.
- 4) If the guest had not booked in advance and had not guaranteed an early check-in, the Hotel can make, but does not guarantee, the accommodation of the Guest in case of availability, at no extra charge from 13.00 to 15.00.
- 5) In case the Guest wants to book an early check-in and to be guaranteed to receive a room in case he arrives at the Hotel earlier than the official time of arrival, he will need to pay an early check-in service on the following conditions:
 - when booking an early check-in from 00.00 to 12.00, 50% of the first night's accommodation cost will be charged.
- 6) Late departure from the Hotel is possible at the request of the Guest and the availability of free rooms, i. e. after the check-out time of service ending, at additional charge. The cost for late departure from the Hotel is (based on the cost of a full day stay on the day of departure) except as otherwise provided by the terms of the agreement:
 - payment is made out for half a day from 13.00 to 18.00;
 - payment is made out for a full day from 18.00 to 13.00.
- 7) In case the Visitor stays in the Guest Room after 23:00 Moscow time, the Administration of the Hotel retains the right to issue a bill to the visitor for an additional place in accordance with the current price list.

- 8) The payment for the Hotel accommodation is carried out on hotel days (from the time of arrival and departure, determined in accordance with paragraph 3 of this Regulation).
- 9) For accommodation in rooms and additional services, payment can be made:
- By the Guest for cash;
 - By the Guest with a credit card (Visa, Mastercard);
 - In non-cash form by legal person who is booking.
- 10) The guest is required to make a final settlement for the provided services on departure.
- 11) In case of booking cancellation less than 72 hours from the time of arrival, 100% of the first night's accommodation cost will be charged. In case of a separate contract, the terms of booking cancellation, specified in this agreement, are applied.
- 12) The hotel does not bear responsibility for the loss of money, securities, credit and phone cards, jewelry and other precious things.
- 13) The hotel administration has the right to recover material damage from the guest for destruction of property.
- 14) Guests staying in the hotel are prohibited from:
- **to keep animals (including birds, reptiles) in the room;**
 - **to smoke in rooms and places not intended for smoking (the fine is 2000 rubles);**
 - **to drink alcohol brought to the hotel territory.**
- 15) The "Pushkino" Art-hotel is entitled to terminate the contract with the Guest in case of repeated or gross violation of the current rules of hotel accommodation by the Guest, as well as to refuse to check into the Hotel.
- 16) The entire list of Accommodation Rules is prescribed in the Hotel policies of the Hotel Services Provision.

We are glad that you have chosen our Hotel!

We love and appreciate all our Guests and we will do our best to make you satisfied!

We wish you a pleasant stay in the "Pushkino" Art-Hotel and we are looking forward to seeing you again!

Sincerely, the Hotel Administration.