

## GUEST SUITE POLICIES

- Weekly Rate (7 nights) is \$1,500.00. Minimum reservation is for one (1) week, maximum reservation is for two (2) weeks. Reservations cannot be broken up in to individual days. Full payment for the Guest Suite is due within 24 hours of booking the reservation.
- Reservations are first come first served. All reservations are to be made via email with Lily [office@searanchc.com](mailto:office@searanchc.com) . The date / time stamp on email's will be utilized to resolve any reservation request conflicts (multiple attempted reservations for the same dates).
- All Guests must present identification when they arrive at the front desk for check-in. A valid government I.D. such as a driver's license must be provided.
- **Check-in is Friday at 4:00PM. Check-out is Friday at 10:00AM. No early check-in or late checkout is permitted.**
- A maximum of four (4) guests may stay in the Guest Suite. A Guests staying in the Suite may not invite their own guests to visit the property.
- Second bookings are allowed 90 days from first booking.
- In the event a reservation needs to be cancelled, a forfeiture of the entire deposit of \$500 will occur unless the cancelled dates are filled by another unit owner.
- There will be no daily maid service. Extra sheets, pillows and towels will be provided. A washer and dryer is located in the master bathroom.
- Unit Owners are responsible for their guests as outlined on the reservation agreement form.
- Unit Owners must be in residence during the entire time their guest is staying in the Guest Suite.
- No Pets permitted in the Guest Suite at any time. Those with support / service animals must provide current medical documentation (within one year of reservation) validating the need for a support / service animal. A non-refundable cleaning free of \$100 (per week) and a \$300 refundable pet deposit must be provided when the room deposit and fees are paid within 24 hours of the reservation. Service animal's may not be left alone in the Guest Suite at any time.
- **No Smoking of any kind is allowed in the Guest Suite or patio. Sea Ranch is a smoke free property. Immediate forfeiture of the \$500 security deposit and a professional cleaning fee will be charged to the Owner if a guest is discovered smoking or if the smell of smoke is detected in the Guest Suite.**
- Please refrain from placing (or sitting with) wet bathing suits and or towels on indoor or patio furniture.
- Guests are responsible for following all Sea Ranch Building C rules and regulations. A copy of which is located in the Guest Suite for review. **Failure to abide by the rules and regulations may result in the loss of the security deposit and future use privileges.**

OWNER'S SIGNATURE: \_\_\_\_\_ UNIT# \_\_\_\_\_

GUEST SIGNATURE: \_\_\_\_\_