



**ŠVEJK**

Hotel\*\*\* restaurant Švejk, Bublava 245,  
35801 Kraslice

IČ : 63507790

## Accommodation Rules & Regulations

/accommodation contract/

*this accommodation contract shall be governed by Act No. 40/1964 coll., the Civil Code, as amended*

- 1. Hotel guests are required to familiarize themselves with the Accommodation Rules & Regulations list of Hotel Švejk Bublava, which is displayed in the reception area and placed in service directories in every guest room.***
- 2. Hotel management reserves the right to refuse accommodation to persons who do not satisfy the conditions of the accommodation regulations, do not provide the hotel management with valid personal documents, are under the influence of alcohol, have conspicuously unclean personal appearance or clothing, behave in a rude manner etc.***
- 3. Hotel guests are entitled to be informed in advance about the condition and quality of the accommodation premises.***
- 4. Hotel guests are required to use the premises in accordance with the accommodation regulations and are not allowed to carry out any changes without the permission of hotel management (e.g. moving the furniture etc.)***
- 5. Hotel guests are entitled to use common areas of the accommodation facility and services provided within the accommodation.***
- 6. Hotel guests are required to use accommodation and common areas only for intended purpose. Hotel management reserves the right to cancel any accommodation due to repeated or serious violation of the accommodation regulations.***
- 7. Hotel guests are required to close all windows and lock the door when leaving the room.***

8. *Hotel guests are required to compensate the hotel for any damage to the accommodation facility and common areas before departure.*
9. *Hotel guests are required to settle all bills on presentation either by payment in cash or valid credit card.*
10. *Cancellation conditions:*

*In case a hotel guest cancels the order less than 30 days before the arrival date, the hotel management is entitled to claim the cancellation fee as follows:*

  - a. *if the accommodation and ordered services are cancelled on the arrival date or 1 day before, the hotel management is entitled to claim 100% of the total price*
  - b. *if the accommodation and ordered services are cancelled 2 to 5 days before the arrival date, the hotel management is entitled to claim 75% of the total price*
  - c. *if the accommodation and ordered services are cancelled 6 to 14 days before the arrival date, the hotel management is entitled to claim 50% of the total price*
  - d. *if the accommodation and ordered services are cancelled 15 to 30 days before the arrival date, the hotel management is entitled to claim 35% of the total price*
11. *Check in time on the arrival date is after 3pm.*
12. *Check out time is by 11am. Hotel guests staying beyond check out time will be charged for a full day succeeding their check out date and time.*
13. *The reception is obliged to reserve the booked rooms until 6pm on the guest's arrival date, if late arrival has not been specified by the guest in advance.*
14. *In all accommodation premises it is allowed to use only low energy electrical appliances (e.g. electrical shavers, electrical hot combs, chargers, mobile phones, camcorders etc.)*
15. *Prices listed in the price list are inclusive of breakfast and VAT.*
16. *Hotel room visits are allowed only from 3pm to 10pm with the permission of the receptionist after submitting valid personal documents and signing in the visitors' book.*
17. *In case of loss or damage to jewellery, money and other valuables provably brought in the hotel, hotel management is liable to the hotel guest for this loss or damage in an amount limited to 5,000 CZK. However, hotel management is obliged to compensate the hotel guest in full for any damage caused by the hotel employees.*

18. ***Hotel management is obliged to issue a tax document for all payments of hotel guests.***
19. ***Hotel guests are required to respect the quiet hours from 10pm to 6am.***
20. ***Breakfast is served from 8am to 10am in the hotel restaurant.***
21. ***Complaints by hotel guests are dealt with according to the hotel complaints regulations.***

*Accommodation regulations are valid since 01 01 2009*

*Responsible person: Marie Kopecká /Hotel Manager/*