

## REGULATIONS

Hotel management will highly appreciate Your cooperation in complying with these regulations, which are intended to ensure a safe and peaceful accommodation for our Guests.

### §1

1. The rooms are rented for the day.

### §2

1. The guest is required to provide the reception identity card before check in. In case of refusal, the receptionist is obliged to refuse the booking.
2. The rooms are rented from 14.00 to 12.00 the next day.
3. If the Guest does not specify the length of his stay, it is assumed that the room is booked for one day only.
4. Request to extend the stay beyond the period specified at check in, the Guest should inform at the reception till 10.00 am at least on the closing day.
5. Hotel takes into consideration the wish to extend Your stay whenever possible.
6. Not leaving the room until 12.00 is treated by the computer program as stay extension. In this case, you will be charged extra for the next accommodation night.
7. In case of cancellation done during the day, the amount it is not refunded on a given day.
8. If case the cancellation or postponing of the booking, the hotel will charge a fee for the night.
9. Hotel reserves the right to demand the payment "in advance".

### §3

1. Our Guest can not give his room to others, even if the period has not expired without consultation.
2. The people who are not registered can stay in the room within the 7.00-22.00. The presence of the people not registered in the room after 22.00 are tantamount to approval by tenant to pay the full price of the accommodation.

### §4

1. Hotel provides services in accordance with its category and standard. In the event of reservations regarding the quality of service, Guest is asked to immediately report it at the reception.

### §5

1. Each time the room is being left, the guest cards and keys should be at the reception.
2. In case of loss or destruction of the key, the Guest is obliged to cover the cost of the lock replacement. Also if the card is lost or damaged by the Guest, the cost of the card has to be covered by him.

### §6

1. Hotel is not liable for any loss of money, securities, jewelry or any other valuables and items of scientific or artistic value if the items have not been put for safekeeping deposit at the reception.
2. The hotel is not liable for damages or theft of the car and the things inside made by third parties (art. 846 par 4 of the Civil Code).

### §7

1. In the hotel silent hour is from 22.00 to 6.00 am the next day.
2. In the silence of the night, Guests and users of the facility are obliged to behave in a such way not to disturb other Guests .

### §8

1. Guest, entering the room, in case of any remarked damage is obliged to immediately inform the reception about this fact.

### §9

1. Guests of hotel Malinowski Business\*\*\* are materially responsible for any damage and destruction of the equipment and technical devices or objects caused by them as well as by accompanying persons or visitors.
2. In case of violation of the rules of this Regulation, the hotel can refuse to continue to provide services to a person in question. This person is obliged to immediately comply with reception request, pay the amounts due as well as to cover the costs of the damaged property.
3. The hotel may refuse to accept the visitors, which during the previous visit grossly violated the rules, causing damage to the property room, guests, employees or other people in the hotel or otherwise disturbed the Guests stay or hotel operation.

### §10

1. The hotel is a non-smoking place. In case of violation of the ban, you will be charged for the intervention of the fire brigade when running DSO. This is the cost of 1 000 PLN.

### §11

1. Due to fire safety, it is forbidden to use the in-room heaters, irons and other electrical equipment not representing the room equipment. Not applicable chargers and computers.
2. Each time leaving the room, Guest should check up the door and make sure that they are closed.

### §12

1. The hotel reserves the right to refuse to deposit the items of high value or large amounts of money, objects endanger the safety and bulky items, excess storage capacity in escrow hotel.

### §13

1. Pets are allowed for an extra charge but the owner of the animal is obliged to keep it on a leash in the hotel and to remove any dirt left behind by the animal.

### §14

1. Personal belongings left in the room by the Guest upon leaving will be sent at the expense of visitor on the indicated by mail address. If we do not received such an instruction, the object will store these items for 3 months.

### §15

1. According to the art. 13 par. 1 Regulation 679/2016 Rodo, we inform that: The administrator of your personal data is F.H. MASZ Dariusz Malinowski Wolności 22 street, 44-109 Gliwice, NIP: 9690881217. Your personal data will be processed in order to use hotel services. You have the right to access your data and correct it. Providing personal data is voluntary, but the consequence of not providing personal data will be the inability to rent a room.

Gliwice, effective from January 1, year 2018