



Policies and Procedures

- On guest check-out, an inspection of the premises will be conducted to ensure that there is no damage or loss to the property of Glynric Apartments. Penalties for damage/loss of property will be determined at the time of the inspection by management and communicated to guests after suitable investigation has been carried out.
- Guests agree that their stay will be paid for on check-in and any incidentals or penalties incurred during their stay will be charged to their credit card or deducted from their security deposit on check-out.
- Guests agree that a deposit amount will be held against their credit card or paid in cash (if a credit card is not used) on check-in as a security deposit. On check-out if there are no penalties or additional charges the amount is either released from their credit card or refunded.
- Failure of the guest to settle their bill on check-out will result in the police being notified and legal action taken if necessary.
- Glynric Apartments is absolved of any and all responsibility for the personal property of guests. There are safes in the apartments and keys can be rented from the office on check-in.
- Guest complaints and emergencies should be communicated to the office as soon as possible to ensure timely resolution of matters that arise.
- Any special circumstances or requests should be communicated to the office at the time of reservation to ensure as much as possible guests can be accommodated. Special requests are not guaranteed.
- We accept cash and major credit cards i.e VISA and MASTERCARD. AMERICAN EXPRESS is accepted but with an additional 4% fee added. Absolutely no checks accepted.

I have read and understand the policies and procedures of the above named company and hereby agree to comply with said policies and procedures.

Guest name (please print): _____

Guest Signature: _____

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