HOTEL RULES AND REGULATIONS
GARAMOND, A TRIBUTE PORTFOLIO HOTEL

GENERAL PROVISIONS

1. These Rules and Regulations govern the provision of services and form an integral part of the agreement concluded by making a reservation, signing the registration card, or paying an advance or the full amount due for the stay. By taking any of these actions, the Customer confirms having read and accepted these Rules and Regulations.
2. These Rules and Regulations apply to everyone staying at Garamond, a Tribute Portfolio Hotel. The person signing the registration card, hereinafter referred to as the Customer or Guest, is responsible for such persons.
3. These Rules and Regulations are available for inspection at the Front Desk.
4. When using dining areas and designated parking spaces, Guests must comply with the rules applicable in those areas.

RESERVATION TERMS

1. Rooms may be booked by telephone at +48 12 210 25 15, by email at reservation@piaparthotels.pl, via www.marriott.com/en-us/hotels/krktx-garamond-a-tribute-portfolio-hotel/, in person at the Front Desk of Garamond, a Tribute Portfolio Hotel, or through booking platforms offering the property.
2. Reservations must be guaranteed by providing a credit card number and expiry date. Reservations may be amended or cancelled without charge up to 24 hours before the start of the hotel day.

RESERVATION CANCELLATIONS

1. Unless the terms of the selected offer or the reservation confirmation provide otherwise, a Guest may cancel a reservation without charge no later than 24 hours before the start of the hotel day on the scheduled arrival date.
2. If a reservation is cancelled after the free-cancellation deadline, the Hotel may charge a fee equal to 100% of the price of the first night of the reserved stay.

3. A fee charged for cancellation after the free-cancellation deadline is non-refundable.
4. The above rules do not apply if the conditions of the offer, rate, corporate agreement or other booking channel selected by the Guest provide for different cancellation terms. In such cases, the terms applicable to that particular reservation shall prevail.

CHECK-IN

1. Check-in requires the Guest to present an identity document, sign the registration card and pay the full amount due for the stay.
2. Front Desk opening hours: 24 hours a day, 7 days a week.
3. By personally signing the registration card, the Guest agrees to rent a room for the specified period at the agreed price and therefore to pay for the entire declared period no later than upon check-out.
4. At check-in, the Hotel requires a deposit to secure amounts payable in connection with the stay, in the amount of PLN 200 per reserved room per night. The deposit is calculated according to the number of reserved rooms and nights, regardless of the number of occupants of a room. It may be provided by pre-authorisation of a payment card or another method accepted by the Hotel.
5. The deposit secures amounts payable to the Hotel in connection with the Guest's stay, particularly additional services, orders placed during the stay, outstanding charges and possible damage or destruction caused by the Guest or persons for whom the Guest is responsible.
6. Where the deposit is provided by payment-card pre-authorisation, the amount is temporarily blocked on the card and does not constitute a fee or a final charge to the Guest's card.
7. After the stay has ended, all amounts have been settled and there are no grounds for applying the deposit, the Hotel releases the unused pre-authorisation on the day of the Guest's check-out.
8. The Hotel has no control over how long it takes for the released funds to become available again in the Guest's account. This depends on the card-issuing bank and the payment processor and may vary between financial institutions.
9. The Hotel reserves the right to refuse a Guest check-in in justified circumstances, in particular where:

a) the Guest refuses to present a document enabling verification of identity or refuses to complete the required check-in formalities;
b) the Guest is under the influence of alcohol or other intoxicating substances and their conduct endangers people or property, disturbs order at the Hotel or prevents the proper completion of check-in;
c) the Guest behaves aggressively, breaches safety rules or poses a reasonably substantiated threat to other Guests or Hotel employees;
d) during a previous stay, the Guest seriously breached these Rules and Regulations and the circumstances of that breach give reasonable grounds to fear a renewed threat to safety, order or Hotel property;
e) the Guest refuses to pay the amount due for the stay or to provide the payment security required under the reservation terms.
Where check-in is justifiably refused for reasons attributable to the Guest, payments already made shall be settled in accordance with the terms of the reservation, the nature of the payment and applicable law.
The Hotel retains the right to seek fees and claims arising from the Guest's failure to perform or improper performance of the agreement, to the extent permitted by applicable law.

10. If the stay is extended or additional services are purchased, the corresponding charge will be added to the Guest's bill and must be paid without delay.
11. In the event of unforeseeable circumstances whose effects cannot immediately be remedied by ordinary means, Garamond, a Tribute Portfolio Hotel reserves the right to offer the Guest alternative accommodation similar to the property originally booked.
12. The Hotel is an adults-only property. Persons under the age of 18 may neither check in nor stay at the Hotel as hotel Guests.

STANDARDS FOR THE PROTECTION OF MINORS

The Hotel applies Standards for the Protection of Minors developed in accordance with applicable law, in particular the Act of 13 May 2016 on Counteracting Threats of Sexual Crime and the Protection of Minors.
To ensure the safety of minors, Hotel staff may take the steps provided for in the applicable Standards for the Protection of Minors, including verifying the identity of the minor and their relationship with the accompanying adult, in compliance with applicable law.

Where there is reasonable suspicion that the welfare or safety of a minor is at risk, the Hotel takes appropriate action under its adopted procedures, including notifying the competent services or authorities where circumstances so require.
The Standards for the Protection of Minors are made available to Guests in the manner specified by the Hotel and applicable law.

HOTEL DAY

1. Rooms are rented by the hotel day.
2. The hotel day begins at 3:00 p.m. on the arrival date and ends at 12:00 noon the following day.
3. Early check-in may be arranged in consultation with the Front Desk, subject to current room availability.
4. Requests to extend a stay beyond the reservation period must be made at the Front Desk of Garamond, a Tribute Portfolio Hotel on the scheduled departure day. Requests are subject to room availability and a charge of PLN 50 for each additional hour. This provision does not apply to Marriott Bonvoy members entitled to guaranteed late check-out.
5. Staying beyond 4:00 p.m. will be treated as an extension of the hotel day and the Guest's bill will be charged the full daily rate applicable to the room category on that date.
6. Where a Guest voluntarily shortens their stay for reasons not attributable to the Hotel, charges for unused portions of the stay are non-refundable if this follows from the reservation terms accepted by the Guest. Any refund or adjustment may be made under the selected rate conditions or at the Hotel's individual discretion. This provision does not limit the Guest's rights under mandatory provisions of law.

RULES FOR USING GUEST ROOMS

1. Guests must use rooms for their intended purpose and maintain and return them in the condition in which they were provided at check-in.
2. The number of persons staying at the property may not exceed that stated on the registration card. A breach is subject to an additional fee of PLN 100 per extra person per night.

3. A Guest may not transfer the room to another person, even if the paid rental period has not expired. Any change of reservation name or of the person staying in the room must be agreed with the Front Desk or the Hotel Manager.
4. When the air conditioning is in use, windows and doors must remain closed.
5. Smoking or consuming any smoke-producing or smokeless substances, including cigarettes, electronic cigarettes and other substances, is prohibited in rooms and on terraces or balconies. A Guest breaching this rule will be charged a PLN 1,000 penalty.
6. Hosting social gatherings or parties in rooms is prohibited.
7. The Hotel has six designated parking spaces in front of the building. These spaces may be used only subject to availability and in accordance with the Hotel's parking rules.
8. The behaviour of Guests and other users of the property must not disturb other Guests.
9. Unregistered visitors may be present in a Guest's room between 7:00 a.m. and 10:00 p.m. If an unregistered person remains in a room after 10:00 p.m., the room Guest is deemed to consent to paid additional accommodation at the full rates applicable on that date.
10. Quiet hours apply at the Hotel from 10:00 p.m. to 6:00 a.m. the following day.
11. During quiet hours, Guests and other persons using the Hotel must behave in a manner that does not disturb anyone else's peaceful stay.
12. For fire safety reasons, the use in rooms of immersion heaters, irons or other electrical appliances not supplied as room equipment is prohibited. This prohibition does not apply to chargers, power supplies for audiovisual devices or computer power supplies.
13. Guests who notice any problem in their room are requested to report it to the Front Desk at +48 12 354 58 00 as soon as possible so that staff can respond and rectify the issue.
14. Faults reported on weekdays between 9:00 a.m. and 9:00 p.m. will be remedied without undue delay unless their nature requires a longer repair period. Faults reported on Saturdays, Sundays or public holidays will be remedied on the first following working day or as soon as possible thereafter. Appropriate compensation will be charged for faults caused by the Guest.
15. Breakdowns and disruptions to services. The Hotel is not liable for damages resulting from breakdowns, interruptions or disruptions in utility supplies, in particular water, electricity, heating, telecommunications or internet access,

where they arise from circumstances beyond the Hotel's control for which it is not responsible under applicable law.
In such circumstances, the Hotel takes measures, insofar as technically and organisationally possible, to minimise inconvenience and restore normal service.
Temporary disruptions affecting particular services which do not prevent use of the room for its primary purpose do not, as a rule, automatically entitle a Guest to cancel a reservation without charge or to a reduction in the accommodation price.
In such cases, the Guest remains obliged to pay the agreed price for the stay, without prejudice to rights arising from mandatory provisions of law.
Where the ability to use a room or other services included in the reservation is materially restricted, any claims by the Guest will be considered individually, taking into account the scope and duration of the disruption, its cause and applicable law.

16. Garamond, a Tribute Portfolio Hotel reserves the right to change the room allocated under a reservation in the event of a breakdown or defect, or where the booked suite cannot be provided for reasons beyond its control.
17. Garamond, a Tribute Portfolio Hotel may terminate a Guest's stay without refunding the reservation payment and may impose an appropriate penalty on a registered Guest for a breach of these Rules and Regulations. In such cases, payments made for the stay are non-refundable.
18. Guests must observe quiet hours from 10:00 p.m. to 6:00 a.m. In the event of a breach of quiet hours, the Hotel reserves the right to require Guests to leave the property and to impose a PLN 1,000 penalty.
19. Animals are not permitted in the Hotel. The Hotel does not offer rooms for Guests accompanied by animals, regardless of the animals' size or species. If an animal is brought into the Hotel in breach of this rule, the Hotel may refuse accommodation or require the Guest to remove the animal from the property. This rule does not apply to assistance dogs accompanying persons with disabilities, in accordance with applicable law.
20. In the event of damage to Hotel property or substantial soiling, including spills, vomit or other biological substances, the Hotel reserves the right to impose a charge of PLN 500 to PLN 1,500 to cover cleaning or repair costs.

CHECK-OUT

1. Whenever leaving a room, Guests must ensure that the key card has been removed from the holder and the room door has been properly closed.
2. The Hotel is liable for loss of or damage to property brought into the Hotel by Guests under Articles 846–849 of the Polish Civil Code.
   Guests are requested to safeguard valuables appropriately and use the available safes. The Hotel advises Guests of the possibility of placing valuables in safekeeping in accordance with applicable law and the Hotel's deposit acceptance procedures.
   Items left behind after a Guest's departure are secured by the Hotel. The Hotel takes steps to identify the owner and enable the items to be collected. Items may be sent to the owner at the owner's expense once the delivery method has been agreed.
   Any further handling of unclaimed items is carried out in accordance with applicable law.

LIABILITY

1. The Guest is liable for damage to Hotel property caused through the Guest's fault under applicable law. Where damage, destruction or soiling beyond normal use is found, the Hotel may seek reimbursement of reasonable, documented costs incurred to restore the property to its proper condition.
   Amounts due may be settled using the available payment security, in accordance with the conditions accepted by the Guest, applicable law and the rules governing payment transactions.
2. The Guest bears full financial responsibility for lost keys and for damage to or destruction of fixtures, furnishings and technical equipment caused by the Guest or by persons visiting the Guest, where attributable to their fault.
3. If Hotel security must be called as a result of a failure to comply with the property's Rules and Regulations, the Guest will be charged the resulting costs.

GARAMOND

TRIBUTE PORTFOLIO

FINAL PROVISIONS

PERSONAL DATA PROTECTION

1. Guests' personal data are processed in accordance with applicable law, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), and relevant national data protection legislation.
2. Guests' personal data are processed in particular to make and administer reservations, provide hotel services, settle accounts for stays, comply with legal obligations, and establish, pursue or defend legal claims, on the appropriate legal grounds.
3. Processing personal data for marketing purposes is carried out in accordance with applicable regulations, including obtaining any consents required for particular forms of marketing communication.
4. Guests have the rights granted by the GDPR, in particular rights of access, rectification, erasure and restriction of processing and, where provided by law, the rights to data portability and to object to processing.
5. Further details about the data controller, purposes and legal grounds for processing, retention periods and how Guests may exercise their rights are set out in the personal-data privacy notice made available by the Hotel.
6. The governing version of these Rules and Regulations is the Polish-language version. The English translation is provided for information only and does not constitute the official binding version.
7. Important telephone numbers: Ambulance 999, Police 997, Fire Brigade 998, or the general emergency number 112.

We wish you a pleasant stay!

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