

## TERMS AND CONDITIONS EMBASSY APARTMENTS

- As Embassy Apartments **is not** part of the Oaks Embassy Hotel, you do not check in at the main reception area of the hotel;
- We are located in the same building, same quality of fitout and you enter via the same lifts in the reception area of the hotel;
- As this is a Serviced Apartment the Renter must leave the apartment in a neat and tidy condition;
- If this is not adhered to the Renter is subject to a cleaning fee of \$25, Carpet Cleaning may also be charged to the Renter;
- As this is strictly a **non-smoking** apartment, any breach of this condition will incur a charge of \$50;
- If a booking is cancelled 7 days prior to Check In a full refund of the deposit is given less a \$50 administration fee;
- A stay of more than 7days requires 14 days prior notice of a cancellation or the deposit is forfeited;
- 25% of the Rental Charge for the stay is required from your Credit Card to confirm a booking, as a holding deposit;
- Any damage or theft associated with the apartment, including water damage from taps etc will be charged to the Renter;
- The Dishwasher and or Washing machine must only be used when the Renter is present in the room;
- This rule does not apply to the Dryer. This is to protect against accidental water damage,
- Care must be taken when using the Front loader Washing machine to ensure no items are locked in the door;
- The Renter agrees to Check Out **before 10am** or incur a further daily rental charge unless arranged prior;
- Check In is not **before 3pm** unless arranged prior;
- We will arrange to meet you at the apartment with the key or post it to you if you are arriving out of office hours;
- Upon entering the Embassy at 96 North Terrace, you must use the swipe card attached to the key upon entering the lift in the main foyer;
- To access to the 10<sup>th</sup> floor, you must **hold the card in front of the reader** (the red dot) inside the lift before selecting the floor
- Your key is for access to the room. Please be careful not to lose this key
- A loss of a key and swipe card will incur a charge to the Renter of \$50 each;
- **Please leave the key with swipe card attached on the dining room table upon checking out;**
- **Do NOT leave the key with swipe card attached at reception;**
- Your swipe card can access the 10<sup>th</sup> and the 4<sup>th</sup> (pool, spa, steam room & sauna) level only;
- You do not require your swipe card for the ground floor upon leaving the apartment, only to access upper levels;
- We would recommend that you print this for later reference.
- ENJOY

Contact numbers: 0418 838 038, 0408 851 364