

**Amenities Rules and Regulations**  
**GUEST SUITES**

**Guest suites are a convenience for the guests of our residents. Consider them extension of your home not a hotel.**

1. Guest suites are available on a first come first served basis through the management office.
2. Bookings can only be made six months in advance by an adult resident of the building.
3. The current charge is \$ 80 per night. A security/cleaning deposit of \$300.00 is required for each Guest Suite booking. Payment for the use of the room must be received within 48 hours before the booked date by the management office or the booking will be forfeited.
4. All cancellations must be made no later than 48 hours prior to the reservation to be eligible for a refund. If the cancellation is made less than 48 hours, a \$100.00 cancellation fee will be charged.
5. Guests are not permitted use of any shared facility without the accompaniment of the adult resident.
6. A maximum stay is seven nights. Extended period requests must be made in writing to the Management Office with approval by the Essex Boards of Directors.
7. The guest suite shall not be occupied prior to 3:00 p.m. on the day of the reservation and on the last day of use, shall be vacated no later than 11:00 a.m.
8. The resident is responsible for any damages, losses, and liabilities, caused or occasioned by his guests.
9. The resident shall complete a take-over inspection with the Manager or a representative of the Corporation. A post inspection will be conducted at checkout. In the event that damage has occurred, the property management office shall provide a written report to the resident, along with an invoice for payment of all costs, relating to the repair or clean up of the damage.
10. In the event that any of these rules require an Owner to pay monies hereunder and such monies are not paid within 30 days of demand therefore, such monies shall be deemed to be common expenses payable by such Owner and the condominium corporation in which such Owner resides shall be permitted to place a lien on title to the Owner's units in order to enforce payment of such monies.
11. The resident will receive the key/fob and a set of the rules for occupancy from the concierge desk.
12. Guests are responsible for all personal items left within the guest suite and the Corporation shall bear no responsibility for the theft, damage, or destruction of any belongings of the guests. Personal items shall be retained by the Corporation for a period of thirty days at which time if the articles are not claimed will be deemed to be abandoned and be disposed.
13. In accordance with the City of Toronto By-Law 21723, smoking is not permitted within the Guest Suite and all common areas of the Condominium.
14. Clean bed linen and towels (for 2 persons) are provided. Some toiletries, tea and coffee are also provided but not replenished during the stay. For security and confidentiality issues cleaning services or room service is NOT available during the rental period. The guests and resident are responsible for appropriate waste disposal. Should a longer stay be approved, linen and towels can be replaced after 7 days by contacting Management Office from Monday to Friday. Suites will only be cleaned before the use and occupation of the Guest Suite. Other than the items supplied in the Guest Suite any additional items are to be provided by the resident making the booking.
15. There is a \$100.00 replacement charge for a lost key or fob.
16. No Guest Suite shall be used other than for temporary accommodations and shall not be occupied by more than two (2) individuals at any one time. Children under the age of sixteen (16) years of age are not permitted to occupy the Guest Suites without direct supervision of an adult
16. The TV and Wi-Fi services are provided as a free service to the Guest Suites