

## International Inn/Cocoon Room Bond - Guest Copy

It is company policy to pre-authorise a credit card number should any damage occur or any extra cleaning be required as a result of the actions of guests. Up to £300 per room may be charged and minimum fine is £50.

- A leader must be known by reception to be responsible for your party and to deal with any problems relating to your stay in relation to the room bond.
- Due to fire risk, health and safety, **all areas of the building are NON SMOKING.** The minimum automatic penalty is **£50.00**
- Excessive rubbish not placed in bins provided **will incur an extra cleaning charge.** Extra bin bags and cleaning products are available from reception. Please leave your room as you find it! Rubbish or items of personal or hostel property must not be thrown from any window.
- Any disturbance caused to another guest by shouting, banging on doors, music, running around corridors etc is forbidden at all times.
- Any guest causing accidental or malicious damage or theft of International Inn or another guest's property will have to pay all repair/ replacement costs in full. Similarly, any tampering with the fire detection or fire fighting equipment will incur the same penalty.
- The use of strong or abusive language to a guest, member of the public, staff or management will not be tolerated. Intimidating/ aggressive behaviour to any of the above is equally unacceptable.
- Check out is 11am for departure. **Lost key charge £5 per key**
- Any breach of the above code of conduct will result in the offenders or - in cases of extreme misbehaviour - everyone being requested by the staff on duty to leave the property immediately. All pre-paid monies will be forfeited and retained by International Inn in lieu of loss of business.

**Guests are not allowed to bring back visitors. This is for your safety as well as other guests.**

**Print Name**.....

**Signature**.....