



**Waterloo Executive Suites**  
 Your home away from home!

**Waterloo Executive Suites**

135 Erb Street, East, Waterloo, Ontario N2J 1M3

**Guest Agreement**

Date:

Guest Name:

Guest Email:

Arrival Date:

Departure Date:

Unit type:

Welcome to Waterloo Executive Suites. Our units are intended to be provided to the travelling or vacationing public or occupied for a temporary period. By signing this agreement, you agree that you are a guest, and this is a temporary accommodation; and, that you are not a tenant in a rental agreement. We also provide you with an innkeeper to make your stay more comfortable.

**135 Erb Street East Apartment Unit Description**

Apartment units come with fully equipped kitchen with fridge, stove and microwave. Suites are supplied with all linens, towels, and cookware. Weekly wash and fold for linens and towels included. Parking for one vehicle is permitted on site. Bike stand is available for use outside premises as well.

**Right to Enter by Innkeeper**

Innkeeper’s representatives shall have full right to enter the unit for the purpose of inspection or repair upon giving guest reasonable notice in advance, if possible.

**Security**

A \$500 security deposit is due upon the guest signing this agreement. Within ten (10) days after guest departs the suite, the Waterloo Executive Suites shall return the security deposit, less any cost of repairs as authorized by this agreement at an address the guest provides or through pre-authorized payment.

**Damaged or lost keys**

Please initial here:

Guest shall be responsible for the amount of \$300.00 each as a cost for replacement of each of the following: keys or keyless door entry (FOB). You have been provided with house key(s), and building FOB(s).

**Smoking**

The unit is smoke free. Smoking is not permitted on the grounds of 135 Erb Street East. Units that have been smoked in, or smell of smoke, will be assessed and charged a minimum cleaning fee of \$500.



### **Furnishings**

The suite is fully furnished. Inventory of the furnishings include, T.V, microwave, fridge, stove, bed, couch, coffee tables, dining table/chairs, coffee maker, towels, kettle, toaster, cutlery, dishware. Guest acknowledges that said furnishings are in good condition. The cost of missing furnishings at the time of check-out will be billed to the guest.

### **Guest conduct**

If a complaint occurs due to the negligence of those occupying a unit, disorderly conduct, unlawful activities, or repeated noise complaints, the offending guests may be evicted and/or receive additional charges to their account. If a guest is evicted, they are not entitled to any refund. If damages occur to the guest room, the cost of the damage will be charged to the credit card registered upon check-in.

### **Maintenance of Unit**

Guest shall maintain the suite in a neat, clean and presentable condition. NO pets of any kind are allowed in the Unit. No painting or alterations of the premises is allowed. If unit is excessively dirty upon check-out, security deposit will be retained.

### **Liability**

Waterloo Executive Suites shall not be liable for any loss, damage or expense to any person or property except if such loss is caused by the willful acts of Waterloo Executive Suites. Guest shall be liable for the acts of other invited guests. Waterloo Executive Suites' cost and expense in repairing any such damage or from any claim resulting from such acts shall be billed and paid by guest to Waterloo Executive Suites. Waterloo Executive Suites is not liable for damages or otherwise if guest suffers them as a result of any acts of commission or omission of Waterloo Executive Suites, its managers or any other party responsible to Waterloo Executive Suites. Guests, by executing this agreement agrees to indemnify and hold Waterloo Executive Suites harmless from and against any claims arising from the guest's acts and/or negligence.

### **Payment**

Guest shall pay fees for unit one month in advance of occupancy, plus \$500 deposit deducted upon check out, providing unit is in good condition. Reservation of units needs to be made in advance of occupancy with an acceptable form of payment. Reservations will be confirmed by email to guest. Failure to take occupancy of unit will result in forfeiting of deposit fees paid to Waterloo Executive Suites. If an occupancy is ended early, a reimbursement of costs will not be completed for that month.

### **Facsimile Copy**

A facsimile or digital copy of this agreement shall be binding as an original



Date:

Guest's Signature:

Date:

Management Signature:

### Pre-authorized Credit Card Payment

I, \_\_\_\_\_ allow Spasurgica to process my rental payments as follows:  
**and \$500 deposit.**

This payment will be processed one month before scheduled arrival date.

Payments for subsequent months will each be processed one month before continuation dates, each for the amount of \_\_\_\_\_

I reserve the right to cancel my reservation or modify my departure date if I provide 30 days' advance notice, less the deposit. To cancel or modify, email [suites@spasurgica.com](mailto:suites@spasurgica.com).

#### Guest signature:

Waterloo Executive Suites shall return the security deposit (\$500), less any cost of repairs as authorized by this agreement at an address the guest provides or through pre-authorized payments.

#### Payment Details

Mastercard

Visa

Card Number:

Expiry:        /

3 digit CCV:

Please email your completed form to [suites@spasurgica.com](mailto:suites@spasurgica.com)