

The Savoy On Palm
Guest Suite
Reservation Form

To reserve the guest suite please complete this form and submit it to the concierge with a \$250 deposit check. The reservation will not be completed without this form. Effective February 8, 2018 there is a 2 night minimum required to book the guest suite.

Effective: February 8, 2018

Nightly Rate: \$150.00

Plus tax (12%) \$18.00

Total \$168.00

Today's Date _____

Reserving Owner's Name _____

Reservation Dates: Check In _____ Check Out _____

*Conditionally Refundable Deposit of \$250 Received with Reservation: Check # _____

I agree to the Guest Suite Rules as stated below: Owner's Signature _____

Guest Suite Procedures & Rules

The Guest Suite is for the use and convenience of Unit Owners and their guests while the host Unit Owner is actually residing in his/her Unit. The Guest Suite is not for extended use or for public use.

Reservations: Should be made through the Concierge. With the exception of holidays, requests for reservations will be handled on a first-come, first-served basis. Holidays include Rosh Hashanah, Yom Kippur, Thanksgiving, Chanukah, Christmas, New Year, Ramadan, Easter, and Passover. If more than one owner wants the guest suite for a holiday, a lottery will be held.

Lotteries: The Concierge will conduct all lotteries. The Concierge will notify the members of the dates for all lottery submissions and the dates for all drawings for the year. Two names shall be drawn for each lottery. The person whose name is drawn first has three days from the drawing date to confirm the reservation and submit his \$250 deposit. If the person does not cancel the reservation but does not use the facility, his \$250 deposit will be forfeited. If the first name does not use the reservation, the second name has first refusal for the facility. The three day window will then apply to the second name. If fewer than 2 owners request the guest suite for a particular holiday in time for a lottery (prior to 90 days), a lottery will not be held. The Concierge will notify owners if no one signs up for a lottery. In that case, the usual "first come first served" will apply. Any owner who used the guest suite as the result of winning the lottery will not be able to enter another lottery for the coming 12 months. This stipulation will not apply to those who have signed up for the guest suite when no lottery was required. Reservations for holidays will be required at least ninety days in advance and a "holiday lottery" will be held at least ninety days in advance.

The minimum stay is two nights and the maximum stay for guests is seven nights, unless an extension has been specifically authorized by the Association. Daily maid service is not provided for the guest suite and is not included in the daily fee of \$150.00 plus all applicable taxes and fees. Daily maid service may be arranged through the concierge desk for an additional hourly fee. A \$250.00 deposit is required upon successful reservation of the suite. The Concierge will assign a Guest Suite occupant a parking space if requested.

Upon check-in all guests are required to sign an Exercise Room waiver before they receive the keys to the suite.

Guests are entitled to use the facilities of the Savoy subject to the same rules and regulations as the owners; but may not reserve the use of the party/meeting room. The host Unit Owner will be responsible for any damage to the Guest Suite, the common elements or to other Association property caused by the guest, as well as for the guest's compliance with all applicable Condominium Rules and Regulations.

There is absolutely NO SMOKING in the guest suite or on the adjoining balcony. In the event that a guest violates the NO SMOKING rule a fine of \$1000 will be charged to the owner who sponsored the quest for any violation of this policy.