

## Accommodation rules

These Rules and Regulations of Accommodation and Service at the SeverSiti Hotel are based on Resolution No. 1085, dated October 09, 2015, of the Government of the Russian Federation, “On approval of the rules of provision of hotel services in the Russian Federation.”

1. The Hotel’s working hours: 24/7.
2. Payment for accommodation: basic on a day-to-day basis.
3. Rooms categories : Suite; Family, De Luxe; Standard (dbl), Standard (twb)
4. The accommodation fee includes the following service:
  - accommodation
  - a safe in the room or an individual safe deposit box at the Reception;
  - document printing and scanning, up to 10 pages;
  - Wi-Fi access;
  - free parking for guests
  - shuttle bus service to the Expo Center/ Crocus Expo and back during big trade fairs (for groups of 5 or more people)
5. A room at the Hotel is provided to guests upon presentation of a properly executed ID, including:
  - passport of citizen of the Russian Federation, as a personal ID of a citizen of the Russian Federation on the territory of the Russian Federation;
  - passport of citizen of the USSR, as a personal ID of a citizen of the Russian Federation until its replacement with a passport of citizen of the Russian Federation within established time limits;
  - birth certificate — for persons under the age of 14;
  - passport that serves as a personal ID of a citizen of the Russian Federation outside the Russian Federation — for persons permanently residing outside the Russian Federation;
  - passport of a foreign citizen or any other document specified in a federal law or recognized pursuant to an international treaty of the Russian Federation as a proper ID of a foreign citizen;
  - document issued by a foreign State and recognized pursuant to an international treaty of the Russian Federation as a proper ID of a stateless person;
  - interim residence permit of a stateless person;
  - temporary residence permit of a stateless person;
  - passport of the Army employee, Diplomats, students. The documents of those categories of persons are also accepted as a main document, confirming the identity of RF citizen on the territory of RF, by the law of the President from March 13th, 1997 , № 232);
  - registration of minor citizens under the age of 14 shall be performed at the Hotel on the basis of IDs of their parents (adoptive parents, guardians) or close relatives staying with them, accompanying person(s), a document validating the powers and authorities of the accompanying person(s), and birth certificates of those minors;

- registration of foreign nationals, stateless persons, citizens of the Russian Federation shall be performed by the Hotel in accordance with applicable laws of the Russian Federation;
- if necessary, when accommodation in the same room is required for a second person who is a walk-in guest, accommodation shall be provided subject to mandatory registration requirements and to the consent of the guest staying in the room;
- unregistered walk-in guests may not stay in the room after 11 p.m. If necessary, walk-in guests can buy a room for one night at the best available rate (subject to availability of vacant rooms) and register at the Hotel.

6. Check in/out time (Moscow time)

Check in time: 02-00 p.m.

Check out time: 12-00 p.m.

Early arrival: 00: 00-4:00 a.m. -100% of extra charge is applied, from 4:00-till 10:00 a.m.-50% extra charge of the room price, from 10:00 a.m.- hourly payment

Late departure: from 12:00 till 15:00 p.m.-extra charge per hour, from 15:00 till 18:00 p.m.-50% extra charge of the room price, after 18:00 p.m.-100% extra charge of the room price.

On Sundays late check out until 15:00 (complimentary)

- accommodation can be extended subject to room availability.
- guests staying less than 24 hours shall be charged for a full day, irrespective of the check-in time;
- pets shall be allowed at the Contractor's discretion, upon presentation of a veterinary certificate with a mark of rabies inoculation, or other documents specified in the laws of the Russian Federation;
- The hotel has the right to refuse in some services of the hotel. The reason could be lack of the available rooms in the hotel on this moment;
- Guaranteed booking is a type of booking when the Contractor expects the guest to arrive by the checkout time of the day following the day of the scheduled visit. In case of late cancellation of reservation, the guest's late arrival or no-show, the guest or the customer service shall be charged for the actual non-occupancy of room (or bed), but for no more than for one night. In case of arrival more than 24 hours late, guaranteed booking shall be canceled.

7. Service payment policy:

- payment for the services provided can be made by one of the following methods: bank transfer,cash rubles,credit cards (Visa, MasterCard,Mir).
- the Guest must pay all hotel services in a full amount upon arrival in the hotel.
- the Guest is provided by a cashier invoice, confirming the payment of the hotel bill.
- for children under 12, sharing parents room, without an extra bed, the payment is not applied. A breakfast is free of charge.
- in case of providing extra space (bed linen, breakfast)-payment is applied.

8. In order to provide the security to the hotel Guests, it is not allowed:

- entrance to the floors without hotel Guest card
- to pass room card to the third part, non hotel Guest
- leave outsiders in the rooms alone
- stay for outsiders after 23-00 without a special pass, it is necessary to show the document, confirming the personality of the invited person. In case of absence of the document, the meeting should take place in the lobby of the hotel. In case of not respecting the rules, the stay in the hotel can be limited or interrupted.
- break the silence after 23-00
- break sanitary rules of stay in the room
- throw away garbage, bottles and other items from the windows of the hotel
- take out of the room the linen, towels and other equipment of the room
- the Guests are kindly asked to take care of the property and equipment of the hotel, respect the sanitary and public rules and orders.
- the hotel has right to terminate the contract with the Guest, in case of multiple of heavy violation of the rules of the stay in the hotel. At eviction time, the Guest must pay for the received services.
- hotel is a non smoking area due to the law FZ 15 “About protection of the health of citizen from the tobacco smoke and the consequences of its use”, from February 23, 2013.
- in case of non respect of the rules of the hotel, the administration has the right to evict the guest from the hotel, or to apply a compensation for the violation of the rules of the stay in the hotel-as penalty in amount of 3,000 Rbls.