

	RESOURCE LIBRARY HOTEL OPERATIONS Rooms - Reservations	CODE: 03.01.025
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LONG STAY RATE AGREEMENT

THIS AGREEMENT IS MADE ON THE (Date) BETWEEN (Name of company) and XYZ Hotels & Resorts.

(Name of Comp.): (Should be the person who is paying – either the guest or the company)

Contract Rates: Validity (is the period of the reservation booked

Single Room: () Inclusive of Tax + Service
Executive Suite: () Inclusive of Tax + Service

1. The above rates are calculated to be paid a minimum 7 days in advance for a minimum stay of 30 days.
2. Should the number of days utilized be less than 30 days, no amount of the sum paid will be refunded.
3. Should additional days less than the 30 day minimum stay period be required the following rates will be applied on a nightly basis and must be paid in advance.

Single Room: (Best Flex Rates)

Executive Suite:

4. All additional charges such as meals, laundry, telephone, etc an invoice will be delivered to the room/suite on a weekly basis. All extra charges must be settled in full within 24 hours of the invoice being delivered either by cash or credit card.
5. The special contracted Long Stay rates offered in this agreement include the following special benefits:
 - Free access to the _____ Spa and Swimming pools
 - 10% discount on telephone charges.
 - 10% discount on Laundry and Dry cleaning charges.

To confirm your acceptance of the terms and conditions of the “Long Stay” agreement, please return a signed copy of the agreement within one week via fax to +xx (x) xxx xxxx or email reservations@xyz-hotels.com

Name: _____
Account Manager

Name: _____
Director of Sales & Marketing

Signature: _____

Signature: _____

Company/Client Details:

Name: _____

Title: _____

Signature: _____

Date: _____

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