

Parking Rules  
停车场管理规定

1. The Car Park is open to hotel guest 24-hours. All visitors driving in and out of the car park are required to strictly follow the regulations and obey the Collector's arrangement, management and instructions.  
酒店地下停车场24小时对客人开放，所有人员驾驶机动车进出及使用停车场时应遵守本规定，服从车场收费员的安排、管理和指挥。
2. Vehicle owners or drivers must follow Security Guard's instructions. Car park at the Security Guard's designated parking space.  
车主或司机必须服从停车场保安员指挥，将车辆停放到保安员指定的车位。
3. Temporary parking will be charged based on the actual time, free for less than 1 hour after entering the parking. ¥10 per hour for a vehicle parked for more than 1 hour, parking time less than 1 hour will be charged as one hour; parking time between 11 hours and 24 hours will be charged as CNY 100 one day.  
临时停放车辆，自进入停车场后停车不足60分钟的不计费。超过60分钟按超过每小时10元的标准计费，收费开始后不足1小时，按1小时收费标准收费;停车超过11小时至24小时的按每天100元计费。
4. Resident guests enjoy free parking during the effective time. F&B guests and other guests hold consumer voucher to enjoy free parking for 4 hours, for parking exceeding 4 hours regular charges apply.  
酒店消费客人停车收费标准，住店客人在有效住店期间享受免费停车。餐饮及其它消费客人每次可凭消费凭证享受每次免费停车4小时优惠，超时按以上计费方式进行。
5. Upon entering, the driver of the vehicle will receive parking cards for access. Parking cards are used to identify all entering and exiting.  
进入停车场的车辆取停车卡读卡进出停车场，停车卡是车辆进出停车场的记录凭证。
6. Parking permit will be issued for long term parking to the vehicle owner when the registered parking period begins, and reclaimed when the registered parking period expires. Parking permits should be produce and shown upon every entry and exit to the car park. Parking cards are issued upon entry and collected upon exit of the car park.  
长期停放车辆的停车卡，在约定的停放期开始时发给车主，在约定期到期后收回。车辆进出停车场时应予出示。临时停放车辆的停车卡，在车辆进入停车场时发给车主，在车辆离开停车场时收回。
7. Car Park Guard holds the right to claim parking fees for unpaid parking before releasing vehicles from the car park.  
对于未缴纳停车费的车辆，车场收费员有权要求在缴纳停车费后方予放行。
8. The parking card must be properly kept by vehicle owner or driver at all times. It must not be defiled, stained, folded, lost or transferred. In the event of any loss or damage, the owner or driver must inform car parking Guard immediately, show identification documents and fill in the Lost Report. All necessary procedures should be followed by the owner or driver before vehicles are released. Lost long-term parking permits can be re-applied at a production cost of ¥ after checking relevant certificate and registration data. Temporary parking will be charged based on car park's records if parking permits is lost. In addition, any loss or damage of vehicles caused by the loss or damage of the parking permits is at the vehicle owner or driver's own risk.  
车主或司机要妥善保管好停车卡，不得污损、折叠、遗失或转借给他人使用。若停车卡损坏、遗失，车主或司机应立即向停车场保安员报失，并按照要求出示证明文件和填写遗失报告，在保安员办理核

	<b>RESOURCE LIBRARY – SECURITY</b> <b>Carpark Regulations</b>	CODE: 03.19.050 EDITION: 1 PAGE 2 OF 3
--	--	--

实登记手续后方予放行；属于长期停放车辆的，经检查有关证明及登记资料后，可以重新办理停车卡，但需另交停车卡工本费（）元；属于临时停放车辆的，按照停车场的记录计算停车时间收费；因停车卡损坏或遗失导致车辆被盗窃损坏的，停车场不负任何责任。

9. Drivers are required to pay attention to and follow strictly the car park's height limit, speed limits, driving directions and other signages. Vehicles must be parked strictly within the borderlines.  
驾车人员进出停车场时应注意在现场设置的各种限制车辆高度和行车速度、行车方向、车辆类别的标识，并予遵守。车辆不得停泊在划定的车位界线以外。
10. No brake-testing, practice-driving, repairing, refueling, vehicle washing or littering within the car park.  
停车场内严禁试刹车、练习开车、修车、加油、洗车及乱丢垃圾等。
11. Fire fighting equipment and facilities must not be used under non-fire-alarm situations unless approved by the Security Department. Violators will be held fully responsibility for any damages occurred. The hotel reserves the right for legal persual of any damages.  
非火警情况及未经保安部同意不可擅用停车场的各种消防设施设备。如有损坏，当事人应承担一切责任，对故意破坏者将追究其相关法律责任。
12. All entering vehicles must be parked in assigned positions, otherwise treated as violations to car park regulations. Security Department will inform traffic police to tow away the cars when necessary, and the cost incurred will be paid by the owner.  
凡进入停车场的车辆要按照指定位置停放。未按指定位置停放的车辆，将按违章停放处理，必要时由保安部通知交警部门拖车，拖车费用将由车主承担。
13. Smoking is prohibited in the parking area. Vehicles with poisonous, flammable or explosive dangerous goods are not allowed into the car park..  
不得在停车场内吸烟。严禁载有毒、易燃、易爆的危险物品的车辆进入停车场。
14. Parked vehicles should stop the engines immediately. Car keys must be kept properly, doors and windows must be locked and security system adjusted to best warning conditions. The car park does not take responsibility of any articles left in the vehicles.  
车辆在非行驶时，应马上关闭引擎。车辆停放后应收回车钥匙并锁好车辆门窗，防盗系统应调至最佳警备状态。停车场对存放于车辆内的任何物品不负保管责任。
15. Comments or complains about the Car Park may be raised to the Security Department in writing.  
对停车场管理投诉或意见，应以书面方式向保安部提出。
16. The Car Park reserves the rights of rejecting vehicles with stained, damaged or invalid car license or drivers without driving license entering the car park.  
停车场有权拒绝污损、无有效车牌或无行驶证的车辆进入停放。
17. Unless approved in advance, vehicles applying short-term parking must not continuously park in the car park exceeding 7 days.  
未经事先批准，临时停放车辆不得连续停放超过7天。
18. Patrons are required to pay close attention to the facilities and equipment in the car park, and intentional or unintentional damages must be compensated.

使用停车场的车辆和司乘人员，应爱护停车场内设施和设备。对故意或疏忽导致设施设备损坏的应负赔偿责任。

19. Vehicles, vehicle owners or drivers violating above regulations will be recorded in the Security logbook. Repeated violators will be refused entry to the car park.

车辆或车主、司机，违反本规定的将会被记录在案；多次违反的，将会被拒绝进入停车场。

20. The hotel reserves the right to change and command these rules and regulations without prior notice at any given time.

本酒店随时有权更改此规定，无需事先通知。