

Regulations of reservation and stay in The Witt Hostel in Warsaw.

1. Beds in multi-rooms as well as private rooms are rented on the day hostel.

Check-in starts on rent. Guests are welcomed by the Manager of the Hostel or a person who was described in the confirmation of reservation. Guests are asked to confirm their time of arrival earlier by the e-mail: rezerwacja@hostelwitt.pl or by the phone +48 603 632 588. Room or bed will be made available for Guests as soon as possible, taking into account that they must be prepared earlier and Guests before them should check-out till 11a.m.

Hostel day ends at 11a.m., by that time it should be vacated and key should be returned to the Manager.

Check-out should be reported to the Manager, even in case in which Guest is not obliged to return the key.

If guest didn't define the duration of stay, by renting bed in a multi-room or a private room, is assumed that it was rented for a day.

Wish to prolong the stay, which was pointed in the reservation or in the arrival day, Guest should report to the Manager till 10a.m. the day on which rent expires. Hostel takes it into consideration, if there are any vacant places.

Not checking-out to 12a.m. results in charging fees for the next day started, but not a guarantee extension of stay. In the case when private room or a bed in a multi-room won't be released till 12a.m. and the room or bed is reserved for the next day by someone else, the hostel staff is entitled to enter the room without the presence of Guest, pack his things and move them to the luggage storage.

2. Keys to the rooms are issued by the hostel Manager or authorized person on arrival and shall be returned on departure.

3. Keys will be issued upon a presentation of Guests ID or passport and after signing the contract/regulations and settle payment to the Manager or authorized person.

4. Payment includes bedclothes, towels, bathroom, toilet, fully equipped kitchen, TV in common-room and WiFi Internet access.

5. You can make reservation personally, by the phone: +48 603 632 588 or e-mail: hostel@witt.pl, however the reservation requires additional confirmation, which You can do in two ways:

- by credit card - giving the number and expiry date of Your credit card, signifies Your acceptance for collecting the equivalent of dues to the first night reserved in case of no-show or when the reservation was deleted too late;

- advance payment of the fee for the first night reserved - payment must be made within 3 days from the time of booking or within the period agreed with the reception. Not paying within the aforementioned period results in automatic cancellation of reservation.

6. Reservation can be deleted or changed if Manager will be informed by e-mail no later than 48hours before the date of mentioned reservation (it means that the reservation made for May 10, can be cancelled till midnight May 7). Then the payed advance will be returned on the account, from which it was sent and no measures will be taken from credit card. Otherwise forfeited deposit or credit card will be charged the amount due for a day.

7. If You want to receive invoice, You need to report it when making reservation. Invoice can be issued no longer

than in 7th day from the time of payment (final charge), above term can be prolonged up to 3months, if the invoice have to be issued for person not running his own business. Hostel refuses to issue invoice within above terms.

8. Hostel may establish the minimal time of stay (e.g. 3days). Then Guest pays advance which is the charge for whole minimal stay by the time of confirming reservation. The stay can't be shorted below the minimal days. Credit card will be charged for the minimal stay if the reservation would be cancelled too late.

9. Private rooms and beds in multi-rooms are rented to particular people, every one of them is obliged to show his/her ID when check-in. It is unacceptable to lend or pass on private rooms or beds in multi-rooms to other people, even if the term, for which Guest was charged didn't passed.

10. In multi-rooms beds (places) are rented, that's why Guest have take into consideration the possibility of sharing room with strangers or person of other sex. Beds are assigned ony to one person.

11. People who are not checked-in in the Hostel can stay in room of our guest from 6am to 10pm.

12. Night silence is in force from 10pm to 6am. In that time people who are living in the Hostel are obliged to behave as not to disturb peace of other Guests and occupants of other houses.

13. Manager has a right to refuse opening the hostel from 10pm to 6am due to security.

14. The last person who is leaving multi-room and everyone leaving private room should check out door lock to his/her room and to the flat. In case of loss the key, 50PLN fee will be charged.

15. Keys to the Hostel and to room are issued by the Manager in the arrival day.

16. Bedclothes and towels are included in the rent.

17. In case of longer stay, rooms are cleaned after 3rd night. Bedclothes are changed after 7th night.

18. Hostel gives every guest to disposal shared rooms such as: kitchen, common-room, bathroom, toilet and terrace. Please keep those places clean and in order.

19. You can't eat in Your rooms. Only places for having meals are kitchen and common-room.

20. Smoking is absolutely banned in the hostel. Only place where you can smoke is terrace or balcony. Person who disobey this ban will be charged for 100PLN, it's includes the cost of washing curtains, bedspreads, carpets, bedclothes and other textiles in the room, in which the ban was disobeyed.

21. You can't bring pets to the Hostel.

22. Due to fire safety, use of heaters, iron or other common devices which are not a part of hostel equipment, is baned. It is not concerning loading devices for mobile phones, RTV devices and computers.

23. You can't move room equipment without a Manager permission.

24. For special request, Hostel provides free services, such as:

- information about stay and travel

- waking up in named time
- keeping money and valuable objects in a safe in the time of stay
- access to lockers
- WiFi Internet in whole building (password to the Internet is given by the Manager)

25. Hostel organizes meals and other services for our Guests, which are charged adequately.

26. Hostel has a right to refuse check-in or check-out Guest in the time of his/her stay, if his/her behaviour violated regulations of the Hostel or violated rules of social life. Charge for a stay won't be given back.

27. Guest is responsible for any kind of damage of equipment in the hostel, which was made by him or his visitor.

28. Hostel is 24h protected by a security agency.

29. Hostel is responsible for loss or damage of things brought by Guests according to art.846-849 civil law, if this objects were in a locked place. Locked place means locked private room or a locker. Keys to lockers are issued by the Manager. Loss of the key costs 25PLN. Guest is obliged to report any damage or loss to the Manager just as he find it out.

30. Hostel's responsibility for a loss or damage of money, valuables or objects that has a scientific or artistic value, is restricted if those objects were not deposited in the reception.

31. Hostel is not responsible for damage or loss of a car or any kind of vehicle that belongs to Guests.

32. Objects lefted by Guests after they abandon Hostel, if requested, may be send to pointed place on Guest's account. Hostel keeps this objects for 3months, after that they will be thrown away.

33. Hostel management and staff are doing their best to satisfy their clients. Our service is on the highest level. Although Guests have to acknowledge that they are living in a place that is said to be different from other known hostels. If there's anything that concerns You, please report it to the Manager as fast as You can, so we could immediately react.

34. Guests have a right to complain. Any complains can be reported to the Manager.

Signature..... date.....Warszawa