

**Reservation Agreement**

**Princeton Executive Suites Representative: Phone: 780 990 1551**  
**Kelly**

**GUEST INFORMATION:**

Arrival Date:  
Departure Date:  
Guest Name(s):  
# of guests:      Adult(s)  
                                 Children  
Guest contact information:  
Phone:  
Email:

**SUITE INFORMATION**

Address:  
Suite Number:  
Suite Type:  
Telephone #:  
Housekeeping:      Biweekly  
Cable/Phone/Internet :      Classic cable, high speed internet, phone  
Parking Space :      TBA  
Buzzer Code:      TBA

Please call Kelly one hour before checking in

**BILLING INFORMATION**

Company Name:      Address:  
Contact Name:  
Phone:      Fax:  
E-mail:      Exp:  
Payment Method:  
Credit Card #::

\*If Credit Card: reservation will be confirmed if the credit card number has been received

**BILLING & RATE INFORMATION**

*The Company and/or Guest agrees to the following charges:*  
Accommodation (rental rate) per night:      \$  
GST(only for bookings less than 30 days)      \$  
Parking Rate/night:      Included  
Basic Internet Service/month:      Included  
Subtotal per night:      \$  
Total Invoiced amount:      \$

**ADDITIONAL INFORMATION:**

30 day billing period  
Minimum Stay:      7 days  
Notice to Vacate:      14 days  
Cancellation Notice:      14 days  
Cancellation Fee:      7 days rate + GST  
Payment Method:      Credit Card  
Refundable Deposit:      50% rate

**No Pets – Non smoking**  
Please note section 11 and 12 below

Initial: \_\_\_\_\_

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**Keys/Card s:** A min. fee of \$100.00 will be charged per key/card/remote that is lost or not returned on departure. Fees will vary depending on the property.

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Payment: All charges are in CAD dollars unless otherwise specified. Invoice for first 30 days will be charged prior to arrival. Consecutive nights will be billed in 30 night increments one week prior to anniversary arrival date. Both parties agree that a signed facsimile or email copy of this Rental Agreement will suffice as an original. The terms & conditions of this Rental Agreement are as follows:

### **Terms & Conditions between Princeton Executive Suites Inc. and Company and/or Guest**

1. Company/Guest agrees that he/she (and any occupant or invitee) will abide by these Terms and Conditions and all rules and regulations of the property. Princeton Executive Suites inc. and/or the building management reserve the right to remove any guest due to misconduct or violation of these Terms and Conditions or such rules and regulations.
  2. Princeton Executive Suites Inc. reserves the right to inspect, repair, remodel and maintain all apartment units, with advance notice given whenever possible. Also, Princeton Executive Suites Inc. retains the right to enter the Premises from time to time for access with regards to cleaning, maintenance, or repairs or any other purpose at Princeton Executive Suites Inc.'s discretion and by person of their choosing.
  3. Company/Guest will be liable for payment for loss of keys, gate passes, garage door openers (charges incurred for items if not returned immediately upon check out), or for any damages to the accommodation unit and its furnishings of fixtures or the common areas of the property due to negligence, neglect or abuse of Guest, any occupant or invitee (including any extra cleaning or repairs required is Princeton Executive Suites Inc.'s discretion).
  4. The Company/Guest agrees to take good care of the accommodation unit and not to perform any hazardous, offensive or unlawful activity in the unit or the common areas of the property. The Company/Guest agrees and acknowledges that Princeton Executive Suites Inc. will not be responsible for the safekeeping of equipment, supplies, written material or other valuable items left in the accommodation unit or common areas of the property. The Company/Guest may not rely on any contrary verbal or written assurances provided by Princeton Executive Suites Inc. staff in this respect. Provincial laws will govern Princeton Executive Suites Inc. liability for items stolen from the unit.
  5. The Company/Guest will defend, indemnify and hold Princeton Executive Suites Inc. Harmless for any claims, losses or expenses arising from Company/Guest's, any occupant's or invitee's use of the suite or the common areas of the Property.
  6. Cancellations must be submitted in writing. Cancellation fees may apply and requirements will depend on the individual property booked and will be provided prior to booking. Reservations cancelled prior to the scheduled arrival date will incur any applicable charges in accordance with the properties' requirements.
  7. Should Princeton Executive Suites Inc. need to secure additional apartment and/or furnishing inventory in addition to its existing inventory to meet the needs of the Company/Guest, reservations may not be cancelled once Princeton Executive Suites Inc. is financially committed to leases and/or services related to such accommodation.
  8. At the discretion of Princeton Executive Suites Inc., accommodation may be substituted in the best interest of our clients, in which case, we will try to provide accommodation of equal or better quality. If accommodation of lower rate be offered and accepted, our liability is limited to a change of the rate between the accommodation booked and taken.
  9. The client and/or Company/Guest shall be financially responsible for the apartment for the duration of the dates identified as the Arrival Date and the Departure Date in this agreement and in accordance with the specified minimum term. All extensions beyond the original departure date must be provided to Princeton Executive Suites Inc. directly in writing to be deemed authorized with the property. In all circumstances, the client and/or guest shall provide to Princeton Executive Suites Inc. the minimum written notice prior to the departure date as outlined in this agreement to vacate the accommodation unit and will be financially responsible until that time. If the Company/Guest fails to give such written notice prior to the departure date, the agreement will automatically be extended for an additional 30 days whereas the required notice must be provided therein. Rate is subject to review after the initial term.
- INITIALS**
10. Any extension of the departure date is subject to availability and approval by Princeton Executive Suites Inc. Any UNAUTHORIZED occupancy beyond dates approved by Princeton Executive Suites Inc. Company/Guest will be liable for all charges applicable by the property.
  11. Rate charges and applicable taxes are due and payable in advance unless otherwise specified at time of booking. A late charge of 2% will automatically be added to all invoices overdue by 30 days or more and on all outstanding balances. The Company/Guest are solely responsible for any incidental and long distance charges incurred during the full stay as outlined in this agreement at the accommodation unit and must provide a credit card upon arrival or as requested prior to booking. Company/Guest agrees to pay Princeton Executive Suites Inc. all fees and costs, including reasonable fees by attorneys or collection agencies, incurred in Princeton Executive Suites Inc. in efforts to collect all amounts due.
  12. All suites are non-smoking. If it is found that the guest is smoking in the suite, the guest will be evicted immediately without notice and no refund. If it is found after check out that smoking did occur, there will be a \$1,000.00 additional charge.
- INITIALS**
13. Pets are not permitted in any Princeton Executive Suites. If the Guest brings any pets into the suites without Princeton Executive Suites Inc.'s permission, guest will be evicted immediately without notice and no refund.
- INITIALS**
14. Company/Guest may not assign, sublease, transfer the Reservation Confirmation, the suite or any part thereof or permit the use of the suite by anyone other than the Guest and permitted occupants.
  15. The Company/Guest represents warrants and covenants to Princeton Executive Suites Inc. that Guest's use and occupancy of the suite is of a transient nature and the apartment is not intended to be a permanent residence of Guest. In no event shall the Company/Guest's occupancy and use of the suite be construed to create any landlord/tenant relationship between Princeton Executive Suites Inc. and Guest. This Agreement is not a lease and is not intended to convey to Guest any real property interest or estate in or to the suite or any other portion of the Property.

## Reservation Agreement

16. The Company/Guest acknowledges that Princeton Executive Suites Inc. is not responsible for the loss of personal possessions in the event of fire, theft or other circumstances not under the control of and/or guest articles left in the suite during occupancy or after departure. The Company is advised to save harmless from and against all liability, damage, penalties, judgments or claims of whatever nature arising from injury, person, or property sustained by anyone in or
17. About the accommodation and property.

**Authorized Signature:**

**Name (please print)**

Having read and understood, I agree to abide by the terms and conditions outlined in this Rental Agreement. The above signature has the authority to bind the Company and/or Guest.

Initial: \_\_\_\_\_