



THE WESTOVER INN

Arrival Instructions

Thank you for booking at The Westover Inn.

Should you expect to arrive after 8pm we would appreciate you letting us know so that we can place your key in the late arrival box. (See instructions on the next page!)

**PLEASE NOTE: OUR CHECK-IN TIME IS 3:00 PM. OUR CHECK-OUT TIME IS 10:00AM.
WE DO NOT OFFER EARLY CHECK IN OR LATE CHECKOUTS**

IMPORTANT INFORMATION

(Please take a moment to review this information)

Check-in: You are welcome to check into your room any time after 3:00pm. If you have booked accommodations Sunday through Wednesday, your room key will be left in our "Late Arrivals" box located at the bottom of the stairs in the Manor.

Check-out: Check-out time is 10:00AM. If check-out is going to be before 9:00AM, please leave your room key in our "Late Arrivals" box at the bottom of the stairs in the Manor.

Staff Onsite: Staff will be onsite and more than happy to assist you with any of your needs daily 9:00am until 8:00pm Thursday, Friday, and Saturday and from 9:00am until 2:00pm on Sunday. There is no staff onsite Monday through Wednesday.

Non-Smoking Policy: The Westover Inn is pleased to announce that effective March 1st, 2004 the entire Inn (including all indoor areas, dining rooms, guestrooms, living room, and public washrooms) is non-smoking (by-law #23-2003).

Housekeeping: Housekeeping will be by daily for multiple night stays to refresh the room. If you find that there are items missing from your room, please call Front Desk and we will be happy to assist you.

Dining: The Westover Inn serves from 11:30am until 7pm Thursday through Saturday and Sunday Brunch 930-1pm. Reservations are recommended.

Credit Cards: We accept most major credit cards. If you are using currency other than Canadian Dollar we suggest exchanging it at a bank for the highest rate of exchange.

Occupancy Policy: Our rack rates are based on single and double occupancy. A third person in the room is \$25.00 plus taxes dependent on room type. Children under 12 years old stay with an adult complimentary.

****We do not allow pets, but would happily arrange kennel services if desired****



LATE ARRIVAL DOOR

Please proceed through this door. This door will always be unlocked.

Your room key will be in the envelope box located directly in front after entering.

Open the box to find your last name on the envelope, which is where your room key is located.

Enjoy your stay!