

# *ROOM* *Decoration*

## INFORMATIONAL

- **A 50% DEPOSIT IS REQUIRED TO SECURE YOUR ORDER. THE REMAINING BALANCE IS DUE 48 HOURS BEFORE YOUR RESERVATION**
- **TO BEGIN THE DECORATION, WE'LL NEED TO MEET WITH YOU TO RECEIVE THE ROOM KEY. ALTERNATIVELY, YOU CAN AUTHORIZE US TO PICK UP A KEY FROM THE FRONT DESK BY NOTIFYING THE HOTEL OF OUR NAME.**
  - **PLEASE ENSURE THAT YOU'VE CHECKED IN AND THAT THE ROOM IS UNOCCUPIED DURING OUR SETUP.**
- **PLEASE BOOK 14 DAYS IN ADVANCE. ANY BOOKING 5 DAYS OR LESS IS CONSIDERED A LATE BOOKING**
  - **A \$50 FEE WILL BE APPLIED TO LATE BOOKINGS**
- **IF YOU NEED TO CANCEL PLEASE DO SO AT LEAST 72 HOURS IN ADVANCE**
  - **THE DEPOSIT IS NONREFUNDABLE FOR CANCELED RESERVATIONS HOWEVER IT CAN BE TRANSFERRED TO A LATER DATE (WITHIN THE 12 MONTH CALENDAR YEAR)**
- **PLEASE ENSURE YOU CLEAN UP BEFORE CHECKING OUT OF THE HOTEL. WE ARE NOT RESPONSIBLE FOR ANY DAMAGE OR CLEAN UP FEES.**
  - **WE CAN COME CLEAN UP 1 HOUR BEFORE CHECK OUT FOR A CLEAN UP FEE OF \$75. WE DO NOT CLEAN UP HOUSE CALLS.**