



Hotel Terms of Service Agreement

1. Introduction

This Hotel Terms of Service Agreement ("Agreement") is made and entered into as of [Date], by and between **[Your Company Name]** ("Hotel") and **[Guest]** ("Guest"). This Agreement sets forth the legally binding terms and conditions for the services provided by the Hotel to the Guest. By staying at our hotel, the Guest agrees to comply with and be bound by all terms outlined herein.

2. Reservation and Payment Policy

2.1 Booking Methods

Reservations can be made online, over the phone, or in person at the Hotel. All bookings must be guaranteed with a valid credit card at the time of reservation.

2.2 Payment Requirements

Full payment for the stay is due upon check-in, unless otherwise specified. The Hotel accepts major credit cards, debit cards, and cash. Payment methods other than those specified must be approved in advance.

2.3 Cancellation and Refunds

Cancellation policies, including deadlines and possible penalties, are clearly outlined during the booking process. Failure to cancel within the specified timeframe will result in a charge as stipulated in the cancellation policy. Refunds will be processed according to the terms stated at the time of booking.

3. Check-In and Check-Out

3.1 Check-In

Check-in time is at 3:00 PM. Guests are required to present a valid government-issued ID and the credit card used for the reservation. Early check-in is subject to availability and may incur additional charges.

3.2 Check-Out

Check-out time is at 12:00 PM. Late check-out requests must be arranged in advance and may be subject to additional charges. Unauthorized late check-outs will incur charges equivalent to one night's stay.

4. Room Use and Conduct

4.1 Room Occupancy

Guest rooms are to be used only by the number of individuals specified in the reservation. Any additional occupants may require additional charges or accommodation arrangements.

4.2 Conduct and Responsibilities

Guests are expected to conduct themselves in a manner that does not disturb other guests. Damages to Hotel property caused by the Guest will result in charges to the Guest's account. The Hotel operates a strict no-smoking policy within all rooms and public areas; violations will incur a \$250 cleaning fee.

5. Additional Charges

5.1 Amenities and Services

Charges for additional amenities and services, such as room service, mini-bar items, laundry services, and parking, will be added to the Guest's bill. Prices and availability of these services are listed in the room and at the front desk.

5.2 Security Deposit

A security deposit of \$100 may be required at check-in to cover potential incidentals. This deposit will be refunded at check-out, pending a room inspection confirming no damages or outstanding charges.

6. Data Privacy

6.1 Collection and Use of Personal Data

The Hotel collects personal data necessary for booking and service provision. This data will be handled in accordance with applicable data privacy laws and our Privacy Policy.

6.2 Third-Party Disclosure

Personal data will not be disclosed to third parties without the Guest's consent, except as required by law or necessary for the provision of services.

7. Governing Law

This Agreement shall be governed by the laws of [State/Country]. Disputes arising from this Agreement are to be settled in the jurisdiction where the Hotel is located. Parties agree to seek amicable resolutions before engaging in litigation. Should legal proceedings become necessary, the prevailing party is entitled to reasonable attorney's fees and costs.

8. Entire Agreement

This document constitutes the entire agreement between the Hotel and the Guest regarding the stay and services provided. No other agreements, representations, or warranties, other than those set forth within this document, will be binding unless expressly included in this Agreement. Modifications to this Agreement are valid only if made in writing and signed by both parties. Should any provision of this Agreement be found invalid or unenforceable, the remaining provisions will continue in full effect.

Signatures

By signing below, the parties acknowledge and agree to the terms and conditions set forth in this Agreement.

[Your Company Name]

Signature:

Signature

[Name]

[Title]

[Date]

[Guest]

Signature:

Signature

[Name]

[Date]

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