



# PENTHOUSE SUITE AGREEMENT

We look forward to welcoming you to the Berkeley Oceanfront Hotel in Asbury Park, NJ

## RESERVATION INFORMATION

<b>RESERVATION #</b>
<b>GUEST NAME</b>
<b>DATES OF STAY</b>
<b>TOTAL COST</b> \$ <i>(room charges and applicable taxes)</i>
<b>GUEST ADDRESS</b>
<b>GUEST PHONE</b>

## SUITE CONDUCT

We have a few policies in place to ensure all guests of the Berkeley Hotel enjoy their stay with us.

- o The Penthouse is for residential stays only and sleeping accommodations are limited to registered guests
- o Parties, events, loud music, DJs, performances, photo shoots and interviews are not permitted without prior approval. Violation of these restrictions could result in guests' eviction without refund.
- o Guests are responsible for damages, outside of normal wear and tear, and for the expense of any additional cleaning required. Any costs resulting from damage or cleaning outside of normal wear and tear will be charged to the credit card on file.
- o Outside catering is not permitted.
- o Maximum occupancy in the Penthouse is 4 guests, unless otherwise approved by the Hotel.
- o The Penthouse is a Non-Smoking suite; if evidence of smoking is found, fees (starting from \$250) will apply
- o Late check-out fees apply and will be charged to the card on file. A fee of \$750 will apply should the suite be occupied up to one hour post-departure time, and a full nightly rate will apply thereafter. Security will assist the guest in vacating the suite as needed.

## POLICIES + PAYMENT

This reservation is non-cancellable, non-refundable, no modifications allowed. Contact our Sales Team with any questions: [sales@berkeleyhotelnj.com](mailto:sales@berkeleyhotelnj.com)

## AGREEMENT

I hereby authorize the Berkeley Hotel to charge the credit card provided for the reservation amount indicated above, as a deposit. Upon signing and returning this Letter of Agreement, this Penthouse reservation is considered final and guaranteed for all nights, and the applied deposit is non-refundable. By signing below, I agree to the above terms.

\_\_\_\_\_  
GUEST NAME

\_\_\_\_\_  
GUEST SIGNATURE

\_\_\_\_\_  
DATE