



ABN: 53 225 463 255

# GUEST REGISTER & SIGN-IN SHEET

*Riviera on Ruthven Motel*

730 Ruthven Street  
Toowoomba Qld 4350  
PH: (07) 4635 3233  
FAX: (07) 4636 1862

*ADULTS	*CHILDREN	ROOM No.	DATE OF ARRIVAL	DATE OF DEPARTURE	RATE/NIGHT
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NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_ CAR REGO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**All guest visitors, not registered to stay in the motel unit/house, must have vacated the motel unit/house by 9pm.**

I agree that:

- \* Check in from 12.30 PM on day of arrival
- \* Check out by 10 AM on day of departure

Please Note: Booking changes/cancellation policy (charges will be incurred). \* 2 days notice for motel units \* 7 days notice for house

- **By signing this I take full responsibility for all charges that I or my guests incur.**
- It is a condition of my occupancy that I am liable for any damaged/missing property, belonging to Riviera on Ruthven Motel or my guests, that are on the premises.
- Any damage/repairs are to be reported immediately to reception.
- All guests will agree to abide by the Terms & Conditions and Rules of the House, which are in the Guest Information Booklet, located in every motel unit/house and also available to view at the reception sign-in desk.
- My guests and I will comply by the Rules of the House, which apply to the motel unit/house (e.g. noise/unruly behaviour, improper/unseemly conduct etc.), and not cause any disturbances which may result in the eviction of the offender/s.
- **Due to fire safety regulations I have disclosed all persons who will be in the motel unit/house** (extra charges will apply for undisclosed guests). **Please Note:** You cannot exceed maximum guests per room as per bedding configuration set in motel unit/house.
- Air-conditioners, Televisions and Lights etc. are to be turned off when I or my guests are not in the motel unit/house **(if left on management will enter and turn off)**.
- It is the responsibility of the guest/s to securely lock the motel unit/house.
- Loss of keys/remotes, belonging to motel unit/house, will incur a replacement and locksmith charge (min. \$150)..
- All guests will agree to abide by the Terms & Conditions and Rules of the House, which are in the Guest Information Booklet, located in every motel unit/house and also available to view at the reception sign-in desk.
- **I will not allow ANY underage drinking to occur as per Queensland Liquor Licence Act.**
- **SMOKING IN NON-SMOKING MOTEL UNITS/HOUSE will incur a min. upwards cleaning charge. Unit \$200/day or House \$400/day (PLEASE CLOSE UNIT DOORS IF SMOKING OUTSIDE).**
- **No pets** allowed in motel units/house (cleaning charge of min. \$200 upwards will apply).
- Limited Free Internet (strict conditions apply). Please note: all sites are monitored and registered, therefore, any illegal activity will be passed onto the authorities.
- **Surveillance cameras operating in surrounding areas outside.**

**Note:** Do Not reverse vehicles into parking spaces.

- **Any outstanding charges (phone, meals, mini bar, damage to unit, soiled mattresses etc.) will be charged to the credit card/account for which the unit was booked under.** Riviera on Ruthven Motel commits, that in the event of any damage/loss charges, will post a copy of the guests account detailing all such charges, along with a copy of the credit card transaction/s, to the address given by the guest when completing the sign-in document. If insufficient funds, you will be liable for payment. You may arrange to pay by other means.
- **I have given an imprint of my credit card. By signing this Sign-In sheet I authorise the Riviera on Ruthven Motel to use this as security over the motel unit/house.**

**All Terms & Conditions, Rules of the House and Guest Register & Sign-In Sheet are available to view at the reception sign-in desk. I have read and understand the terms & conditions of occupancy at Riviera on Ruthven Motel, which include but are not limited to the conditions outlined above. I accept your offer of accommodation.**

**Signature:** \_\_\_\_\_