



Dear Group Organizer,

For the safety, security and comfort of all our guests, we kindly ask that you familiarize the members of your group with the following issues:

1. **Quiet hours are in effect from 9 p.m. to 9 a.m.** Please refrain from shouting and playing loud music. Excessive noise that may disturb other guests is prohibited at all times. Closing windows helps to prevent sound from carrying.
2. Discarding or throwing any object from windows/ balconies is strictly prohibited. Anyone caught throwing objects, including paper, from the rooms will be evicted from the residence.
3. To prevent theft, unauthorized entry and ensure personal security, please remember to close and lock room doors at all times and avoid propping open the outside doors.
4. In accordance with the City of Vancouver By-Laws, smoking and vaping is not permitted in any of our buildings or balconies.
5. For groups with minor guests, at least one chaperone must remain with the group at all times to ensure that these regulations are followed. We require contact details and/ or a cellphone number to reach a chaperone in case of emergency.
6. In the event that a minor is locked out of their room, duplicate keys will be issued but must be signed out by a Chaperone.
7. There will be no alcohol consumption on the premises by anyone under the age of 19.

Please do not hesitate to contact the Customer Service Representative on duty at the Front Desk should you require assistance during your group's stay or to inform us of any concerns or problems as they arise. Please maintain a respectful environment. Disrespectful behavior will not be tolerated in our hotel.

Thank you for keeping our community safe and we appreciate you and your group member's cooperation. We wish you a very pleasant stay!

I agree to abide by the conditions outlined in this letter:

---

Authorized Signature & Printed Name

Date