

## HOTEL RULES

### § 1

1. The Regulations set out the rules for the provision of services, liability and staying at the premises of HASTON CITY HOTEL and is an integral part of the contract, which is concluded by signing a registration card, as well as by making a reservation or paying an advance or the entire amount due for staying at HASTON CITY HOTEL. By doing the above activities, the Guest confirms that he has read and accepts the terms of the Regulations.
2. The Regulations apply to all Guests staying at the HASTON CITY HOTEL.
3. The Regulations are available for viewing at the Hotel Reception, as well as on the website of HASTON CITY HOTEL at: [www.haston.pl](http://www.haston.pl).

### § 2

1. The room at HASTON CITY HOTEL is rented for days.
2. The hotel day lasts from 14:00 to 12:00 the next day.
3. Reservation of a stay at the HASTON CITY HOTEL can be made by phone, e-mail, in person at the HASTON CITY HOTEL Reception Desk or via a dedicated accommodation booking portals.
4. The Guest of HASTON CITY HOTEL is obliged to show the employee of HASTON CITY HOTEL an identity document and submit a written Epidemic Statement, as indicated in Annex 1 to these Regulations, prior to check-in. In the event of refusal to perform the above actions, HASTON CITY HOTEL is obliged to refuse to check-in the guest.
5. In accordance with the "Guidelines for the operation of hotels / facilities / boarding houses during the COVID-19 epidemic in Poland" issued by the Ministry of Development in consultation with the GIS of 28.04.2020 - HASTON CITY HOTEL is obliged to refuse the Guest to enter the HASTON CITY area HOTEL and check-in, if there are clear signs of illness such as persistent cough, malaise, difficulty breathing. If the Guest lives in the HASTON CITY HOTEL and will be diagnosed with the signs of illness described above - HASTON CITY HOTEL is obliged to temporarily isolate the Guest in a dedicated room, notify the medical dispatcher of suspected infection and report the incident to the management of the facility.
6. If the Guest has not specified the length of stay while renting the room, it is assumed that the room was rented for one day.
7. The wish to extend the stay beyond the period indicated on the day of arrival should be reported by the hotel reception to 12:00 on the day on which the room rental period expires. HASTON CITY HOTEL takes into account the wishes of extending the stay as far as possible.
8. The fee for staying at HASTON CITY HOTEL is collected upon check-in.
9. HASTON CITY HOTEL reserves the right to collect a pre-authorization of a credit card at check-in or a cash deposit in the amount of the amount due for the entire stay.

### § 3

1. HASTON CITY HOTEL provides services in accordance with its category and standard. In the event of any reservations regarding the quality of services, the Guest is asked to immediately report them to the Reception, which will enable the employees of HASTON CITY HOTEL to react appropriately.
2. HASTON CITY HOTEL in providing services is obliged to ensure:
  - conditions for a full and unfettered rest of the Guest,
  - security of stay, including security of confidentiality of information about the Guest,
  - professional and polite service,
  - cleaning the room and making the necessary repairs in the Guest's absence and only at his request.
3. At the Guest's request, HASTON CITY HOTEL provides free of charge, among others the following services:
  - providing information related to stay and travel,
  - waking up at the time set by the Guest,
  - storing money and valuables during the guest's stay at the hotel deposit (value up to PLN 10,000, and in the case of a currency other than PLN, its equivalent),
  - storing luggage of Guests checked in at HASTON CITY HOTEL, with the proviso that HASTON CITY HOTEL may refuse to accept luggage for other times than the period of the Guest's stay and items that do not have the features of luggage or luggage, which due to their properties or size, prevent their storage in a non-deteriorated condition.

### § 4

1. HASTON CITY HOTEL is responsible for the loss and damage of items brought by persons using its services to the extent specified by the provisions of the Civil Code, unless the parties have agreed otherwise.
2. The liability of HASTON CITY HOTEL for the loss or damage of money, securities, valuables or items of scientific or artistic value is limited if these items are not put into storage at the reception.

### § 5

1. The Guest should inform the Hotel Reception about the occurrence of damage immediately after it is discovered.
2. The hotel guest shall be financially responsible for any damage and destruction of equipment and technical devices in HASTON CITY HOTEL arising from his fault and / or the fault of people visiting him.

## § 6

1. The hotel rooms are subject to curfew from 22:00 to 6:00 the next day.
2. The behavior of guests and persons using the services of HASTON CITY HOTEL should not interfere with the peaceful stay of other guests. HASTON CITY HOTEL may refuse to continue providing services to a person who violates this rule.

## § 7

1. A guest may not transfer a room to third parties, even if the period for which he has paid the fee has not expired.
2. Persons not registered in HASTON CITY HOTEL cannot stay in a hotel room.
3. Only one person can use the hotel elevator at a time.

## § 8

1. Each time leaving the room, the Guest should check if the door is locked and leave the key at the reception.
2. Leaving the room and handing over the key in connection with the end of the stay at HASTON CITY HOTEL, the Guest should carefully check whether they have left any personal belongings belonging to it.
3. For losing the key, the Guest is obliged to pay a fee of PLN 100 or the equivalent in a currency other than PLN, at the latest on the day of departure.
4. If the Guest finds that any of the signs of COVID-19 disease is indicated on the website of the State Sanitary Inspection: [www.gis.pl](http://www.gis.pl) - the Guest is obliged to immediately notify by phone the HASTON CITY HOTEL and stay in the hotel room, to when you receive detailed guidance from the HASTON CITY HOTEL staff.
5. Due to fire safety it is forbidden to use heaters, electric irons and other similar devices in the hotel rooms that are not room equipment.
6. The facility is strictly non-smoking. The penalty for failure to comply with this obligation will result in the addition of PLN 500 to the invoice.
7. Personal belongings left by a Guest in a hotel room will be sent to the address provided by the Guest at his expense. In the absence of such an instruction, HASTON CITY HOTEL will store these items for 1 month from the day of passing the key at the reception. After this deadline, unclaimed items will be disposed of.

## § 9

In accordance with the "Guidelines for the operation of hotels / facilities / boarding houses during the COVID-19 epidemic in Poland" issued by the Ministry of Development in

consultation with the GIS of 28.04.2020, HASTON CITY HOTEL introduces the following principles:

1. HASTON CITY HOTEL ensures gastronomy. Meals can be served to guests only in the room.
2. HASTON CITY HOTEL has the right to suspend or limit services that would increase the threat to Guests and staff of HASTON CITY HOTEL (e.g. delivery of luggage to rooms, etc.).

## § 10

1. In the event of a breach of the provisions of these Regulations, HASTON CITY HOTEL may refuse to continue providing services to a person who violates them. Such a person is obliged to immediately comply with the demands of HASTON CITY HOTEL, settle payments for previous services and to pay for any damage and destruction that may occur and leave the area of HASTON CITY HOTEL.

2. HASTON CITY HOTEL may refuse to accept a Guest who, during an earlier stay, grossly violated the regulations of HASTON CITY HOTEL, causing damage to the property of the hotel or guests or damage to the guests, employees or other persons staying at the HASTON CITY HOTEL, or otherwise disturbed the peaceful Guests' stay or operation of HASTON CITY HOTEL.

3. All applications and complaints related to the stay should be submitted at the HASTON CITY HOTEL Reception.

4. It is forbidden to throw into the toilet / sink:

solid waste that may reduce the capacity of sewer lines, in particular, fats, glass, plastics and other water insoluble substances,

liquid wastes immiscible with water, in particular artificial resins, varnishes, cement mixtures,

flammable and explosive substances whose flash point is below 85 ° C, in particular gasolines, kerosene, heating oil, carbide, and trinitrotoluene,

corrosive and toxic substances, in particular strong acids and bases, formalin, sulfides, cyanides and solutions of ammonia, hydrogen sulfide and hydrogen cyanide.

In the event of non-compliance with the abovementioned bans, a fine of PLN 1,000 will be imposed for each case found, in addition, the hotel guest will also be charged with the costs of cleaning the sewage system.

## § 11 GDPR

In accordance with art. 13 section 1 and item 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter GDPR), we inform you that:

1) The administrator of personal data is Haston City Hotel Sp. z o. o. with its registered office in Wrocław (51-117), at 1-3 Irysowa Street.

2) We obtained your personal data by contacting us by phone, e-mail, in person, via the contact form, as well as by submitting online reservations through our website or through the booking portal.

3) Personal data will be processed:

a) in order to implement the contract for the provision of hotel services, pursuant to art. 6 paragraph 1 lit. b) GDPR, in particular the issue of necessary documents (invoice, receipt), handling requests that are directed to us by phone, e-mail, using our contact details for the purposes related to the provision of services under the concluded service contract,

handling complaints - if submitted, for tax purposes

and accounting, as required by our hotel law,

b) to ensure the safety of persons and property at the Hotel - the functioning of the video monitoring system, pursuant to art. 6 paragraph 1 lit. f) GDPR,

c) to obtain an epidemic statement - threat of Covid virus, pursuant to art. 6 clause 1 lit. f) GDPR.

4) Personal data will be stored:

a) in connection with the performed contract, i.e. the provision of hotel services - for the duration of the contract and stored until the obligation to store data resulting from legal provisions expires, in particular from the obligation to store accounting documents regarding the contract, including for the duration of claims, i.e. the necessary period to secure and pursue claims under contracts,

b) in connection with the video monitoring system for a period of 30 days,

c) epidemic statement - for 1 year from the date of termination of the stay.

5) The data will be disclosed only to entities authorized to process personal data servicing the administrator or its subcontractors and recipients authorized under the law.

6) The person whose data is processed has the right to: request the Administrator to access his personal data, rectify it, delete or limit the processing of personal data, object to the processing, transfer data, lodge a complaint to the supervisory body - the President of the Office for Personal Data Protection when the processing of personal data violates the provisions of the GDPR.

7) Rights indicated in point 5 can be made by sending correspondence to the Company's address given above or by e-mail: [iod@hasco-lek.pl](mailto:iod@hasco-lek.pl). The Administrator will exercise the indicated rights if there are no circumstances entitling the Administrator to process them, which will be notified to the data subject.

8) Data will not be transferred to third countries nor will they be processed in an automated manner.

9) Providing personal data is voluntary, but necessary to implement the above. the purpose of processing.

## § 12 COVID

Due to the epidemic prevailing in the country, HASTON CITY HOTEL in order to minimize the risk of infection, introduces the following changes and restrictions:

- 1) The HASTON CITY HOTEL reception is available to guests from 6.00 to 23.00;
- 2) The restaurant and lobby bar remain closed;
- 3) During the stay, it is recommended that Guests contact the HASTON CITY HOTEL staff primarily in the form of telephone or e-mail, and minimize personal contact with the HASTON CITY HOTEL staff;
- 4) Breakfast will be served only in the form of Room Service from 7.00 to 9.00;
- 5) Only registered persons may stay at the HASTON CITY HOTEL;
- 6) Only one person may be at the Reception at a time;
- 7) It is mandatory to cover the nose and mouth as well as to disinfect hands at each entrance to HASTON CITY HOTEL on the premises of HASTON CITY HOTEL;
- 8) Within the HASTON CITY HOTEL, there is a social distance of at least 2 meters between the person and the person.

The management of the Hotel HASTON CITY HOTEL will be very grateful for your cooperation in complying with these regulations, which is to ensure peace and security of all our guests' stay.

### [Annex 1 - Epidemic statement](#)