

# OKI DOKI OLD TOWN HOSTEL

Group registration documentation  
Ask reception staff if assistance is required

I understand to fully comply with and enforce the conditions on page 2<sup>nd</sup> and 3<sup>rd</sup>.

## ELECTED GROUP LEADER

GROUP NAME: .....

CONTACT NAME: .....

TEL.NO: .....

DATE OF ARRIVAL: .....

DATE OF DEPARTURE: .....

ID NUMBER.....

SIGNATURE.....

DATE.....

## DETAILS OF DAMAGE DEPOSIT

Please note that pre-authorisations will hold funds for  
10 WORKING DAYS

Amount of cash received.....

Amount pre-authorized.....

## DETAILS OF DAMAGE DEPOSIT RETURNED

Date cash returned.....

Amount received.....

Signature.....

Example of room and guests sheet which needs to be  
filled out prior to check-in:

ROOM NO	First name & last name	ID / Passport NO

*Groups are most welcome to stay Oki Doki Hostel. From past experience with some groups it is now company policy to charge a fully refundable damage deposit of a maximum amount of 100 PLN per person. This will be charged on arrival to all groups by cash or Pre-Authorization. Please note pre-authorizations will hold funds for 10 WORKING DAYS on one Guest's Credit card.*

*It will be refunded on departure provided the group has adhered to the rules of the hostel, listed below:*

- 1. Alcohol is not permitted in bedrooms / corridors however may be consumed in the common room until 10pm in moderation.**
- 2. The use of strong or abusive language to a guest, member of the public, staff or management will not be tolerated. Intimidating/aggressive body language/behaviour to any of the above is equally unacceptable.**
- 5. Any disturbance caused to another guest by excessive shouting, singing, music, running around corridors is forbidden at all times.**
- 6. SMOKING IS NOT PERMITTED in Oki Doki by law. The penalty is 300 PLN.**
- 8. Check out time is 11am on the morning of departure.**
- 9. A Group Leader must be appointed for each group and will deal with any problems related to the group.**
- 10. Any breach to the above terms and conditions will result in the offenders, or in cases of extreme behaviour, the entire group being requested by the staff on duty to leave the property immediately. All pre-paid money will be forfeited by the group and retained by Oki Doki in lieu of loss of business.**
- 11. Rooms that are left in such a state that incurs additional housekeeping to clean will be fined.**

### Responsibilities of Lead Person

Each group staying in Oki Doki must have at least one designated Lead Person. This is usually the person who makes the booking. Oki Doki will deem this to be the case unless a written and signed agreement is received from another designated person(s).

The Lead Person must be 18 years old or over and must be staying with the group for the whole stay period.

The Lead Person is responsible for the payment of the booking, the safety of the group, the general housekeeping of the booked accommodation during the stay and will be liable for any damage to the property.

On arrival at the hostel the lead person is required to sign all relevant registration documentation.

It is the responsibility of the Lead Person to ensure that all members of the group are fully aware of the terms and conditions.

### Terms & Conditions of a Group Booking

We reserve the right to cancel your reservation if you haven't pre-arranged your group booking with us.

Members of the group are required to check-in and check-out together. If this is somehow not possible please inform us in advance.

Depending of the chosen room type we may not be able to accommodate the whole group on the same floor but we will do our best to locate the members of the group as close together as possible.

The earlier you book the stay the higher are the chances to allocate all guests close to each other.

Luggage storage for early arrivals may be available at the hostel, this should be checked with the hostel in advance.

We require the following information at least 2 weeks before arrival of the group:

1. List of all guests (Full names)
2. Allocation of guests to the rooms (if you have special requirements)
3. Name and contact details of the group leader and contact person
4. Number and names of all under 18- year-olds

We do not host group members in the same dorms as single travelers, hence the group will pay for the full occupancy of a room.