

## Acknowledgement of House Rules



### Checking in/out

Our earliest check-in time is 1:00 PM, and the latest check-out time is 12:00 PM. **No extensions are allowed.** Every additional extended hour are charged at \$7 per hour per person.



### Access Card

Upon check-in, an access card will be issued for each guest to access their room floor & top floor. **Deposit of Driving license, Identification card or S\$20 cash is required for each card assigned.** Upon check-out, the deposit will be refunded but should the card be lost or damaged during your stay with us, **the deposit of S\$20 will be forfeited to replace the card.**



### No Smoking

Our premises are a strictly bound **non-smoking building**. Smoking could be done at designated areas of the building only.

We're environmental friendly too, as such; please turn off the lights and air conditioner when you leave your room. Thank you.



### Room limitation

**Food may not be consumed in the bedrooms.** Each level is provided with a pantry area which you can fully make use of.

**Stick to your assigned bed and do not switch bed as you'll be liable to pay for another bed should you use one which is not assigned to you. Friends are not allowed up in the room or you'll be liable to pay. You'll also be liable to pay for any G4 station properties within the building found damage or lost by you.**



### Be considerate

Refrain from making noise outside the building or in the room **after 10pm.**

Please **sanitize** your hand with the sanitizer we provide before using the PC for the comfort of other guests using it.

Please **be properly dressed** especially in the lobby area. You're allowed to walk barefooted though, we're really clean.



### Luggage and Personal Belongings

Feel free to place your luggage in our baggage area in the lobby. Do take note that we are not responsible for any loss or damage to the luggage though.

Personal belongings can be locked in your room as each guest is provided with a personal locker. Again, we will not be taking any responsibilities should your personal belongings are lost or damaged.



### Cancellation Policy

**We have a 48 hour (2 day) cancellation policy. If you need to cancel a confirmed booking, you must do so 48 hours before your arrival date to receive a refund. If you need to cancel within 48 hours of arrival no refund will be given, if payment has not been received you will be invoiced for the full amount of the confirmed booking.**



### Management Rights

G4 Station reserves the rights to refuse entry to any person violating the traveler's inn rules.