

VILLA ELÄINTARHA

TERMS OF BOOKING 2019

Confirmation of the booking is effective when you have received an email with acceptance of your application. By confirming a booking, you agree to abide by the following terms and conditions. **In case the application has been filed by another person than the resident, the applicant is responsible for informing the resident on the following terms and conditions.**

You must **notify the villa supervisor of your exact arrival time no later than one week** before the start of your residency by email. **The check-in time is between 2 pm and 4 pm, and the check-out time is 12 noon at the latest, if not agreed otherwise with the supervisor.** For earlier or later check-out time, please contact the supervisor. When checking-out, you must leave the key in the residence room and close the door and windows.

The keys are preferably handed over to and signed by the resident him/herself, on arrival day. If you will be arriving outside office hours, it is possible to hand over your keys to a designated contact person in advance; this is decided on a case-by-case basis.

Any changes or cancellations must be made by email no later than 30 days before the start of your residency. For any changes or cancellations later than that, you will be charged as if you had used the residency according to your original application. We strongly advise the resident /applicant to contact the villa supervisor well in advance in case of canceling the booking.

The rent for the room for one person is 38 €/night for the first 14 nights and 16 €/night thereafter. For additional persons in the room the price is 16 €/night per person. The minimum period is one week, and **minimum charge is 228 euros** (tax incl.). If any guests will be staying in an extra bed in your room (e.g. your spouse), you must notify the villa secretary of this in advance. The accommodation on the extra bed is only for short-term visits. Infants with own baby cot and linen are staying free of charge.

An invoice for the rent will be sent upon the confirmation of the residency reservation. **The invoice must be paid according to the due date on the invoice prior to arrival to the residency. You cannot pay the invoice in cash or by credit card at the villa.**

The resident/applicant agrees to inform date and place of birth and nationality as given in the passport, in advance to the supervisor, through email. This personal information of the resident is collected for safety reasons only, and it will not be used for any commercial reasons. We do not want a copy of the passport.

The resident/applicant is responsible for the villa keys for the duration of the residency and will be required to pay for a new key and possibly lock recoding if he loses the key(s). In cases of damages on the interior or furniture, inform the supervisor soonest possible. The resident is responsible for his personal property and for taking out any necessary personal insurance.

You agree to abide by the house rules which are written in detail in the "House Book" at the residence, and accept that the Villa is a communal residence and not accessible for wheelchairs, for example. Pets are not allowed in the residence.

In case the resident needs to call for Palmia Company (supervising authority) to open the door, a charge of service will be invoiced from applicant according the fees by Palmia. Palmia 24/7 service number is: + 358 9 856 59 406 (24/7). The residence will also charge for the additional cleaning in case of smoking in the house, or any damage. The residence is a non-smoking house.

The resident agrees to give his consent of publishing his name in context of Villa Eläintarha public communication (website/social media/etc), along with the mention of the organization or the party that has invited his to the residence. **In case he/she will not accept the publishing of the name, please let the supervisor know in advance.**

We offer: free WIFI, towels and bedwear (one set per week).

Contact information: villa@hiap.fi

HIAP - Helsinki International Artist Programme

tel. **+358 45 695 9357** (on weekdays at 9-16, or send SMS.)

Address: Villa Eläintarha, Eläintarhantie 14, 00530 Helsinki