

## HOTEL BPM BROOKLYN POLICIES

Hotel policies including check-in, check-out and parking facilities and more are below. Call us with any questions and we'll be happy to help.

Smoking: We are a 100% Non-Smoking property. Smoking in guestrooms will result in a \$300.00 smoke removal fee.

### **Check-in / Check-out**

Check-In Time:	4:00 pm
Minimum Age:	21
Check-Out Time:	12:00 pm
Late Check- Out Fee:	50% 1-3pm half day charge of daily rate plus taxes after 3pm full days charge plus taxes.

### **Cancellations**

Cancellation Policy Cancellation policies may vary depending on the rate or dates of your reservation. Please refer to your reservation confirmation to verify your cancellation policy. If you need further assistance, call the hotel directly.

### **Payment**

Hotel Currency	US Dollar
Accepted Payment Options	<ul style="list-style-type: none"><li>• American Express</li><li>• China Union Pay</li><li>• Diner's Club</li><li>• Discover</li><li>• MasterCard</li><li>• Visa</li></ul>

### **Pets**

Service animals allowed:	Yes
Pets allowed:	No

### **Parking**

Self-parking: \$23.00+tax. Space is limited.

### **ADA Policy**

The hotel is compliant with federal government regulations for the Americans with Disabilities.

### **Alcohol Policy**

Guests must be 21 and over to consume alcoholic beverages, with a valid driver's license or passport.

### **Age Requirement Policy**

Guests must be 21 years or older with photo identification to reserve a room.

### **Connecting Room Information**

Connecting rooms are not available at Hotel BPM Brooklyn. Guest must request neighboring rooms. Neighboring room requests are not guaranteed.

### **Credit Card Policy**

We require a major credit card (Visa, Mastercard, American Express, Discover) to be presented at check-in with an additional incidentals deposit of 10% per day for credit cards. While cash is accepted, an additional incidentals deposit of \$200 per day is required for cash.

### **Early Departure Policy**

An early departure fee of one night's room and tax applies to guests checking out prior to their departure date confirmed at check-in without 24 hours notice. Please check the terms of your reservation for specific conditions or exceptions.

### **Fire Safety Policy**

The hotel is fully equipped with sprinklers and smoke detectors and emergency evacuation plans in all rooms and public areas.

### **Package Handling Policy**

There is a package handling fee for all incoming and outbound packages. Please contact the hotel directly for more information.

### **Credit/Debit Card Policy**

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. The authorization will hold the funds until check out, at which time the amount actually incurred during the stay will be charged. Authorized amounts may take up to 30 days after departure to be released by your bank or financial institution and the hotel will not be responsible for any resulting fees or charges.

### **Payment Policy**

For payment arrangements to a third-party credit card, please contact the hotel prior to guest's arrival.

## **Smoking Policy**

The hotel's public spaces and guestrooms are 100% smoke free. A \$300 deep cleaning fee will apply to any guest who smokes in any guestroom.

## **Damage Policy**

The hotel's guests are responsible for any damage to public spaces and guestrooms caused by the guest. A \$200.00 service fee will apply to any and all damage repairs caused by a guest.