

to the Decision of the Forestry Commissioner of Lutówko Forest District no. 18/2023 dated August 23, 2023.

## **REGULATIONS OF STAY AT THE HUNTING LODGE IN SYPNIEWO**

We welcome you warmly to our lodging and wish you a pleasant stay. We would appreciate your adherence to the rules contained in these regulations, which are intended to ensure the peace and safety of our guests. In order to ensure you a pleasant stay and to avoid possible misunderstandings, please read these regulations.

1. Before accommodation, you must fill out a registration card, which is - Annex no. 1 to the regulations.
2. Guests agree to comply with the provisions of these rules and regulations, health and safety and fire regulations, and to comply with the requests of the hosts of the facility in emergency situations.
3. Rooms are rented for the day in accordance with prior reservations.
4. Reservations should be made by e-mail to: [lutowko@torun.lasy.gov.pl](mailto:lutowko@torun.lasy.gov.pl)
5. Reservations should be made with a minimum:
  - 1 day in advance if the reservation is for a room only,
  - 5 days in advance if the reservation is for a room and board.
6. It is possible to book rooms and board, about the desire to use catering services should be informed when booking the stay.
7. Meals ordered and not consumed are subject to payment according to the current price list.
8. In case of cancellation of the reservation, it is necessary to inform the Forestry Commission by e-mail at least 3 days before the beginning of the planned stay.
9. Check-in time is from 2:00 pm to 12:00 the next day.
10. Guests are required to make an entry in the registration book immediately upon arrival.
11. We will not give any information to outsiders about the personal data of the registered guests of our accommodation. However, we are obliged to check in every guest. We thank you in advance for your understanding.
12. It is strictly forbidden to bring people to the accommodation, who are not included in the reservation or who were not notified at the time of the reservation. If persons who are not included in the reservation or who were not notified at the time of booking are left in the accommodation or on the premises, the owner has the right to cancel the reservation.
13. The payment for the entire stay is based on a VAT invoice issued by the Forestry Commission.
14. Failure to leave the room after 12:00 is considered as an extension of the stay by another 24 hours. If a guest leaves the room by 4:00 pm, a half-day fee will be charged.
15. A representative of the Forestry Commission remains available during your stay to provide the necessary information and assistance. We suggest that any comments on the quality of the accommodation should be reported to the owner's representative right away.

16. Parking is free and unguarded. The owners of the facility are not responsible for any vehicles left behind or property in them. Exit and parking of vehicles is allowed only in the places indicated by the representative of the Forestry Commission.
17. Guests are required to protect their own property from theft during the rental of the accommodation by carefully locking doors and windows during absence and quiet hours. The owner is not responsible for loss or damage to guests' property including money, securities, valuables, electronic equipment or other items, including those of scientific or artistic value, which are lost during the stay.
18. The owner has no right to enter the room rented by guests during their absence, except for daily cleaning (as requested by guests) and special circumstances during which it is necessary to enter the room to prevent possible damage or danger. The owner is obliged to notify guests of his entry into the room at the first contact with guests after entering. If the owner has a reasonable suspicion that damage has been done, guests are obliged to allow the owner to enter the room to check the situation.
19. The stay of a dog in a room is possible only with the permission of the owner of the facility. Bringing a dog without prior notification, when making a reservation, is prohibited. In such a case, the owner of the facility has the full right to cancel the reservation. Damage caused by the dog is the responsibility of the dog's owner. The dog's owner is obliged to clean up the excrement immediately. If it has been previously agreed that the dog will stay outside the room, then it is strictly forbidden for the dog to stay in the booked room.
20. For reasons of fire safety and general security, it is forbidden to use heaters, irons and other electrical appliances in the accommodation unit that do not constitute room equipment (except for small appliances such as: mobile phone chargers, chargers and power supplies for audio and video devices and computers, radios, hair dryers, shavers, etc.), as well as it is forbidden to smoke and use open fire in the building and its immediate vicinity. It is also forbidden to light bonfires and fireplaces without the permission of the lodging hosts.
21. In the event of a breach of any of the prohibitions mentioned in sec. 19, the Forestry Commission is entitled to charge a contractual penalty in the amount of PLN 100.00 for each violation found.
22. Please take care of the rented accommodation and carefully use the furnishings and equipment in the facility and its immediate surroundings. It is not allowed to move furniture between rooms or to take equipment out of the accommodation.
23. Before leaving the accommodation it is obligatory to turn off the lights, electrical appliances and turn off the taps, as well as close the windows or immobilize them to prevent damage in case of storms or strong winds.
24. Guests bear full financial responsibility for any damage or destruction of objects, equipment and technical devices of the facility, caused by them or their visitors. A guest, who intentionally or accidentally causes a breakdown or damage to the accommodation and facility will have to reimburse the owner for the cost of repairing the damage.
25. Guests are obliged to notify the owner of the occurrence of damage, breakdown or damage to equipment and facilities immediately upon discovery.
26. Guests will be charged the cost of repair for damage discovered after leaving the room, after prior notification.
27. Guests are obliged to return the room in an undamaged condition and return the keys before departure, as well as to cover the cost of any damage caused.

28. Personal belongings left by the departing guest will be sent back at his expense to the address indicated. In the absence of disposition, the owner of the accommodation will store the items for 3 months and then donate them to charity or for public use.
29. The behaviour of guests and users of the facility should not disturb other guests. We reserve the right to refuse further services to a person, who violates this rule.
30. We reserve the right to refuse accommodation to persons, who are visibly under the influence of alcohol or intoxicants and those, who behave aggressively, in a manner generally considered vulgar.
31. The owner is not obliged or responsible for the organization of free time and animation of guests.
32. Each of you receives with the room key also a key to the building.
33. The moment you receive the room keys from us, you become the hosts of the room. We ask you to maintain order and cleanliness both in the room, bathroom, living room, as well as in the surrounding area and throughout the accommodation.
34. In case of losing the key, the guest is obliged to pay a fee of PLN 30.00/unit.
35. The accommodation is obliged to observe quiet hours from 10:00 pm to 6:00 am the next day.
36. The accommodation provides services in accordance with its category and standards. The lodging is obliged to provide conditions for a peaceful and safe stay, to maintain the confidentiality of guest information and the efficiency of technical equipment. In case of objections to the quality of services, the guest is invited to report them to the owner of the facility. At the same time, we inform you that we are not responsible for inconveniences caused by reasons beyond our control, such as power or water outages.
37. Beginning to use the services of the accommodation is tantamount to the fact that the guest has read and accepted all the obligations and conditions of the Regulations. All complaints will be considered provided they are reported during the stay. Later complaints will not be taken into consideration.
38. Please do not leave children unsupervised. Parents/Guardians are solely responsible for the safety of the children in their care.
39. On the notice board you will find the phone number and e-mail to the representative of the owner of the facility.

**Have a nice rest !!!**

**REPORT CARD  
OF THE HUNTING LODGE IN SYPNIEWO**

Arrival Date:	
Departure date:	
Number of persons:	
Room number:	
Surname:	
First name:	
Date of birth:	
Country:	
Address of permanent residence:	
Contact phone number*:	
E-mail*:	
Make of car*:	
Registration number*:	
Room no:	

I declare that I have read and accept the content of the Regulations of stay at the hunting lodge in Sypniewo.

The administrator of your personal data is Lutówko Forest District, Lutówko 18, 89-407 Lutówko.

Your personal data will be processed by the Administrator in order to:

- realize this agreement on the basis of Art. 6 sec. 1 letter b) RODO;
- realize a legitimate interest on the basis of Art. 6 sec. 1 letter f) RODO (asserting possible claims from a guest);
- issue an invoice on the basis of Art. 6 sec. 1 letter c) of RODO – Art. 106 e of the VAT Act of 11.03.2004.

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date, signature

\* optional field

\*\* delete as appropriate