



RESERVATION FORM (GUEST RECEIPT)

Dear Guest,

If you have problems filling out, saving it, and e-mailing/faxing the Villa Brasil Motel Reservation Form (2016Sept01-vbm-en-web-reservation-guest.pdf), please read, and follows the directions below.

01. Click the mouse cursor inside each highlighted existing field on the Reservation Form, completely fill out each field with the correct information requested, and sign.

02. After completing the Reservation Form (2016sept01-vbm-en-web-reservation-guest.pdf), you must save the Reservation Form on your computer to ensure all the information entered is saved prior to faxing and/ or e-mailing to us.

03. We suggest you to save the Reservation Form at an easy access location, like desktop, or wherever you prefer in your computer.

04. Now you can send the Reservation Form:

= by fax: print, and fax to (310) 636-1980

= by e-mail: open your private e-mail from your provider (gmail, yahoo, others), write an e-mail, attached the saved Reservation Form in your e-mail, and address to [reservations@villabrazilmotel.com](mailto:reservations@villabrazilmotel.com).

05. Done.

To allow us to proceed with your Reservation Request, we require you to submit a completely fill out and signed Guest Reservation Form & Pet Check-in Form (ONLY if you're bringing along your pet) to [reservations@villabrazilmotel.com](mailto:reservations@villabrazilmotel.com), or fax to (310) 636-1980.

Once we receive your Guest Reservation Form & Pet Check-in Form, your accommodation request will be processed as quickly as possible.

Your booking will be finalized and your credit card will be charged for the first night (per room) as a NON-REFUNDABLE DEPOSIT. If the room is not available, we will contact you, and no payment will be incurred.

Reservation inquires only, please use your e-mail from the Reservation Form to contact VB Motel Reservation Desk at [reservations@villabrazilmotel.com](mailto:reservations@villabrazilmotel.com), or call us at (310) 350-1171 or (310) 968-6536.



RESERVATION FORM (GUEST RECEIPT)

To allow us to proceed with your Reservation Request, we require you to submit a completely fill out and signed Reservation Form, The Pet Check-in Form and The Pet Rules & Regulations (**ONLY** if you're bringing along your pet) to reservations@villabrasilmotel.com, or fax to (310) 636-1980. Once we receive your Reservation Form and The Pet Check-in Form, your accommodation request will be processed as quickly as possible. Please read carefully our Villa Brasil Motel Privacy Policy. Thank you. Villa Brasil Motel Mgmt

**DAILY RATES**

**CANCELLATION POLICY**

Upon making a reservation, the first night (per room) will be charged to your credit card as a non-refundable deposit.

Prices and Promotions Daily Rates are subject to change without prior notice.

We reserve 50% of the rooms for pets. Please check with reservations for pet room availability prior to reservation/arrival to VB Motel to avoid any kind of inconvenience.



VBM NOTICE - Daily Rates & Services Prices Adjustment - Effective February 20, 2016.

Check-in time after 3:00 PM • Check-out time 11:00 AM

LATE Check-out Charge Fee - \$20.00/full hour - NO Exceptions

CHECK-IN			
DATE	TIME	AM	PM
		<input type="checkbox"/>	<input type="checkbox"/>

(1) Queen Bed per Room (maximum 2 persons allowed per room)										
RATES	GUESTS	ROOMS	NIGHTS	PETS	SUB-TOTAL	CITY TAX	PET FEE	OTHER FEES	TOTAL	
\$110.00										

CHECK-OUT			
DATE	TIME	AM	PM
		<input type="checkbox"/>	<input type="checkbox"/>

(1) Queen Bed per Room, (1) Twin Bed per Room (maximum 3 persons allowed per room)										
RATES	GUESTS	ROOMS	NIGHTS	PETS	SUB-TOTAL	CITY TAX	PET FEE	OTHER FEES	TOTAL	
\$140.00										

DAILY PET FEE \$20.00

DEPOSIT NON-REFUNDABLE

TOTAL CHARGES

CREDIT CARD CHARGE AUTHORIZATION AGREEMENT- (PLEASE PRINT OR TYPE)

This section must be completed by the cardholder, and all the information's must be exactly as it appears on your credit card statement to avoid delays in securing your room reservation.

CARDHOLDER'S NAME	TELEPHONE
BILLING ADDRESS	MOBILE
	FAX
	e-MAIL
CITY	POSTAL CODE
STATE	COUNTRY

CREDIT CARD NUMBER

EXPIRATION DATE



CCID



CAR MAKE/MODEL	CAR COLOR	CAR LICENSE PLATE NUMBER	CAR LICENSE PLATE STATE

I, the cardholder, hereby declare that I am fully responsible for the above mentioned charges, as well, any other charges that may incur due to our stay at Villa Brasil Motel, not considering or opposing for the purchase of products and/or services. By these terms, I, the cardholder of the credit card above, hereby authorize Villa Brasil Motel to charge the credit card account the total amount equivalent in US Dollar. I further more declare that, I have received the products and/or services pertaining to the above mentioned charges, and nothing to complaint or object against. My signature/print below constitutes acceptance of those terms and conditions (Villa Brasil Motel Privacy Policy). Villa Brasil Motel is privately owned. We reserve the right to refuse service to anyone.

Print or sign your name if you agree with the charges and Villa Brasil Motel Privacy Policy

Date



## VILLA BRASIL MOTEL PRIVACY POLICY

These Rules & Regulations are intended to provide a Safe and Enjoyable Environment for all of our Guests. Thank you for your cooperation.

01. All Terms and Conditions are Subject to Change without Prior Notice.
02. Villa Brasil Motel is privately owned. We Reserve the Right to Refuse Service to Anyone.
03. Prices and Promotions Daily Rates are subject to change without prior notice.
04. Check-in time after 3:00 PM. Check-out time 11:00 AM.
05. Office Closing time: 11:00 PM - 7:00 AM daily.
06. All guests are encouraged to inspect their room on arrival and report any problems, concerns or damages to the office immediately.
07. Early Departures: No refunds available for early departures due to inclement weather, family emergencies, failures in service of local utility providers (power, internet, television, phone, water and sewage).
08. Cancellation Policy: Upon making a reservation, the first night (per room) will be charged to your credit card account as a Non-Refundable Deposit.
09. Any reservations made under false pretenses i.e. failing to advise us about the total number of persons in your party including any children or failing to advise us if you have a pet, or any attempt to mislead or defraud the owners will be subject to deposit forfeiture and reservation cancellation.
10. You must call for same day reservation to get room availability. Weekly and group rates available. Please call.
11. If you overstay your check-out time, and we don't know about it ahead of time, you will be charged \$20.00 per full hour as "Late Check-out Fee Charge" on your Credit Card Account in our file. No Exceptions.
12. Maximum stay is 28 days. No Exceptions.
13. In case of any emergency (ambulance, fire department or police), please **Call 911**. Pick up the receiver, press 9, wait for the tone, and Dial 911.
14. We accept: Cash, Visa, Mastercard & AMEX.
15. Lost/Damaged Keys: \$20.00 Fee per key.
16. We welcome pets. Up to 30lbs per pet. A \$20.00 daily fee will apply. Pets must be declared during guest registration. In consideration of all Villa Brasil Motel guests, pets must be attended at all times (read The Pet Rules & Regulations). We, at VBM do not accept the stay of any breed of aggressive dogs, not limited to Pitbull, Rottweiler, Wolf Hybrids - No Exceptions.
17. All guests registering must be 18 years of age or older, and must present a photo identification document upon check-in. The registered guest are fully responsible for the care of occupants under the age of 18 (eighteen) years old. Please do not leave them unattended during your stay on our premise. We are required by law to report to the authorities, and we will do so promptly.
18. Smoking is prohibited inside the rooms. No candles allowed in the rooms.
19. Alcohol consumption by persons under legal age is not allowed anywhere on the property. Illegal drugs or activities will not be tolerated anywhere on the property, including in the rooms.
20. If Law Enforcement is ever called to the motel due to a disturbance involving you, your pet, your visitors for any reason, you may be asked to leave the motel immediately with no refund.
21. Emergency Maintenance: Management reserves the right to enter any room at reasonable hours for emergency maintenance. Only electrical, water, sewage and phone service loss are covered. Loss of television or internet access does not constitute an emergency situation. Guests are asked to not attempt to fix any maintenance issues themselves. Guests may not prevent management from entering the room in emergency situations.
22. No unregistered guest is allowed to stay overnight and park on our premise. One car parking space available per room. Guest must inform the Car Make/Model, License Plate Number, State, and Color upon check-in.
23. Please display the Maid Service Door-Tag outside to request service. The sign must be posted by 11:00 AM. No cleaning on Sundays.
24. We're not liable to any damage to the registered guest and to his/her guest belongings, that may occur during the stay in the motel, included and not limited to electronic equipment's (i.e. computer, radio, mobile phone, others) and/or any other personal item (money, jewelry or valuables of any kind). Any belongings left on our premise by the registered guest, will be in storage for up 30 days. A storage fee of \$10.00 will apply for each day. After 30 days, the belongings will be disposed of.
25. Any broken or missing item, and/or vandalism acts, as done by the registered guest and/or by his/her invited guest will be the guest responsibility. They will be required to pay for the repair and/or replacement of the item. Villa Brasil Motel will charge the full amount to the registered guest credit card account in our file or deducted from the deposit to cover such costs.
26. The motel is not liable for any wrong doing done by the registered guest and/or his/her invited guest during the use of the internet, telephone, Satellite TV, and/or any other mean of communication services available on our premise. We won't be responsible for any kind of accident and/or physical injury to the guest during guest stay at Villa Brasil Motel.
27. Additional Mattress Fee per night - \$20.00.
28. No loud TV, music or stereos that will disturb other guests.
29. HDTV Screen, 100+ TV Channels, Brazilian TV Rede Globo.
30. FREE WI-FI.
31. Maid Service daily by request. Please display the Maid Service Door-Tag outside the door.
32. Please DO NOT attach/connect any kind of cables/devices to the HDTV to avoid damaging the room's HDTV. If you cause damage, you are responsible for paying in full for the replacement and installation of the new HDTV.