#### **Rules and Regulations**

#### Welcome to Hirvaskoski Manor House

The premises of the Hirvaskoski Manor House are historically valuable, these rules are set in accordance with this.

# 1. Booking Focal Point

We request that your booking always has a responsible person whose contact information is submitted when making your booking. The person in charge indicates the number of people in your group. Standard check-in is at 15.00 hours and ends at 12.00 midday on the day of your checkout. The booking fee is 30% of the total rent. The final rent of the premises must be paid in advance before handing over the keys. In the event of a cancellation, we must receive this information at least 14 days before the start of the booking, otherwise the booking fee will not be refunded. For last minute bookings, case by case arrangements can be made.

#### 2. Linen

As is often customary in Finland, linen such as tablecloths, towels and sheets are not included in the rent of the manor house. High quality linen is available, and if necessary, the rent of these can be asked separately.

### 3. Dishes and appliances

The kitchen is fully equipped. Guests have access to all the utensils and appliances found in the kitchen. Should you be hosting a larger party (up to 50), the use of our larger sets is agreed upon at the time of rental.

### 4. Cleaning of premises

As is often customary in Finland, the final clean of the premises is not included in the rental price. Cleaning supplies and cleaning equipment are in the cleaning cupboard. The guest is expected to clean the premises and arrange everything in the condition they found them, at the end of the booking period. If the guest so wishes, he can also opt to request a final cleaning at a fee. This fee will also be charged in the event of incomplete final cleaning of the premises. Food must not be left on the premises and any utensils used must be returned to their original places.

If the use of party crockery and cutlery has been agreed upon in connection with the rental, these must be washed well at the end of the rental. Household rubbish generated during use must be taken to the property's waste point.

### 5. Use of keys

The keys will be handed over to the person acting as the focal point for the booking at the beginning of the rental period, and the same person is expected to return the keys as agreed at the end of the rental period. Keys may not be handed over to a third party.

### 6. Uses of fireplaces

The use of firewood and heated stoves must be agreed separately. Fireplaces should not be operated without prior discussion, because their use by an inexperienced user can pose a threat to the life of the guests. Fireplaces are one potential cause of carbon monoxide poisoning when used by inexperienced individuals.

## 7. Damages and their compensation

The person in charge shall immediately notify the landlord if the property has been damaged or if any other damage has occurred. The costs incurred are charged to the person acting as the booking focal point.

## 8. Rescue plan

For your own safety, all guests are expected to familiarize themselves with the property's rescue plan and emergency exits at the beginning of the rental period. This is particularly important, because the building is an old wooden structure, and in the event of a fire, it may spread fast.

#### 9. Checklist

The booking focal point will be given a checklist at the time of the rental, which he will fill in and sign at the end of the rental period upon returning the keys.

## 10. Pets are not allowed indoors.