

	Hotel Rules and Management Policies
	In Order to make your stay as pleasant as possible, the Hotel Management requests your co-operation in observing the following as an agreement between the Guest and ADMIRAL HOTEL under which rooms are permitted to be used by the guest(s):
Check-in	15:00 - 22:00 hours
Check-out	11:00 hours
Flexible Check-in & Check-out	For Premium Business privilege guests and guests staying at Admiral Suite, a flexible (24 hrs) check-in and check-out policy, subject to availability, applies.
Rates Policy	The tariff includes lodging, breakfast and guest insurance. The tariff is exclusive of tourist tax. Additional meals, amenities and services are available at extra cost. To upgrade your room amenities and services, please contact the Front Office. Guest registration forms must be signed on arrivals. An additional fee shall apply should a rollaway bed be required.
Hotel Services	All information can be obtained at the Front Office and at www.admiralhotel.hr
Breakfast Pricing	Buffet breakfast at Restaurant Taurus is included in the room rate.
Breakfast & Room Service	Buffet breakfast: from 07:00 till 10:00 hours In-room breakfast: from 06:00 till 11:00 hours Room Service: 0 - 24 hours Meals and beverages served in rooms will be charged according to the Room service price list provided in rooms.
Rollaway Bed	Rollaway beds can be placed in selected room categories including Executive Rooms, City Suite, Junior Suites and Admiral Suite at additional 75 HRK/9,95 € per room, per night.
Day Use	Day use of rooms is between 10:00 and 18:00 hours. Maximum duration of stay is 8 hours. A tariff in the amount of 70% of the applicable room rate applies.
Housekeeping Services	Room cleaning shall be performed from 08:00 - 15:00

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	hours. If the Guest requires a specific time for room cleaning, please make arrangements at the Front Office.
Child Policy	A maximum of two children under the age of 12 years old are allowed to share the room without additional charges using existing bedding (in selected rooms).
Infant Bed/Baby Cot Hire	Complimentary upon request (subject to availability).
Pet Policy	Admiral Hotel is dog friendly and accepts dogs less than 40 kg/88 lbs, to a maximum of two dogs per room at 40 kg/88 lbs. A charge of 75 HRK/ 9,95 € per night per dog applies. Service dogs are always welcome at no charge.
Airport Shuttle	Please contact the Front Office to arrange for airport shuttle service, airport pick-up or limousine service at special rates.
Parking	Parking available upon request.
Payment Types	Admiral Hotel accepts Visa, Master, American Express and Diners credit cards, as well as PayPal as an online payment method. Please note that Admiral Hotel does not accept bookings made by debit card. Please present the same credit card used to guarantee your booking when checking-in or making payment at Admiral Hotel.
Accessibility	The Hotel is elderly friendly.
Smoking Rooms	Admiral Hotel has a no-smoking policy within its public areas, rooms and suites.
Deposit Policy	Guests who want to make a reservation at Admiral Hotel have to make a deposit of 40% of the total amount to confirm the reservation. The deposit can only be paid by credit card. The rest of the amount shall be charged from the credit card three (3) business days prior to arrival. For Corporate or Group guests, the rest of the amount shall be charged according to terms set in the Corporate or Group Contract and/or Offer.
Cancellation/No-Show	Please refer to our Reservation/Deposit/Cancellation/No-Show Policy at www.admiralhotel.hr

Hotel Rules and Management Policies

In Order to make your stay as pleasant as possible, the Hotel Management requests your co-operation in observing the following as an agreement between the Guest and ADMIRAL HOTEL under which rooms are permitted to be used by the guest(s):

1. Tariff

The room rate includes lodging, breakfast and guest insurance and is exclusive of tourist tax. Additional meals, amenities and services are available at extra cost. To upgrade your room amenities and services, please contact the Front Office. An additional fee shall apply should a rollaway bed be required.

2. Settlement Of Bills

All bills must be signed personally for services rendered. Bills shall be settled at check-out or can be settled on presentation.

3. Company's Lien On Guest's Luggage and Belongings

In the case of default in payment of dues by a guest, Admiral Hotel shall have a lien on their luggage and belongings, and be entitled to detain the same and to sell such property at any time without reference to the Guest. The net sale proceeds will be appropriate towards the amount due by the Guest without prejudice to Admiral Hotel's rights to adopt such further recovery proceedings as may be required.

4. Check-in

Check-in time is 15:00 - 22:00 hours. Rooms not occupied by 22:00 hours will be seen as No-Show. Guest registration forms must be signed on arrivals. Please present your ID card or Passport upon Check-in. By Law visitors must present personal documents for Hotel records. These documents will be scanned and returned. Upon arrival, all guests must provide a guarantee of payment for his/her stay at the Front Office.

5. Personal Data Use

The processing of personal data is regulated by the General Policy on Contract Signing and Personal Data Protection (Opća pravila za sklapanje ugovora i zaštitu osobnih podataka) which is located at the Front Office. The Guest agrees and consents that Admiral Hotel may process his/her personal data for the prescribed purposes.

6. Departure

Check out time is 11:00 hours. Please inform the Front Office if you wish to retain your room beyond this time. Extension will be given depending on availability. If the room is available, normal tariff will be charged. On failure of the Guest to vacate the room on expiry, the Hotel Management shall have the right to remove the Guest and his/her belongings from the room occupied by the Guest.

7. Day Use

Day use of rooms is between 10:00 and 18:00 hours. Maximum duration of stay is 8 hours. A tariff in the amount of 70% of the applicable room rate applies.

8. Housekeeping Service

Room cleaning shall be performed from 08:00 - 15:00 hours. If the Guest requires a specific time for room cleaning, please make arrangements at the Front Office.

9. „Do not disturb“ Sign

All of our rooms are equipped with the „Do not disturb“ button. By pressing the button, a red light on the outer side of the room door shall appear which signals to the Hotel personnel not to disturb the Guest at any time. When the „Do not disturb“ sign is on, your room shall not be cleaned, however the Housekeeping staff shall place a door hanger on your door to inform you how to seek Housekeeping services/room cleaning when you are ready.

10. Luggage Storage

Subject to availability of the storage space, the Guest can store his/her luggage in the luggage room at the Guest's sole risk as to loss or damage from any cause. Luggage may not be stored for a period of over three days. Luggage may be stored for longer periods of time at a fee. Please check availability of storage space and tariffs with the Front Office.

11. Guest's Belongings

Guests are given a key card upon registration and are particularly requested to lock the door of their rooms when going out or going to bed. For the convenience of guests, safes are provided in the room to store any valuables. Additionally, a safety deposit box is available at the Front Office. Guests are kindly requested to deposit all their valuables in the in-room safe or safety deposit box at the Front Office.

Admiral Hotel will not in any way whatsoever be responsible for any loss/or damage to the Guest's belongings from either the Hotel room or safe or any other part of the Hotel for any cause whatsoever, including theft.

12. Children

Children of all ages are welcome at Admiral Hotel. A maximum of two children under the age of 12 years old are allowed to share the room without additional charges using existing bedding (in selected rooms). Parents, guardians or chaperones (above 18 years of age) of children are personally and legally responsible for and must supervise them at all times. Parents, guardians or chaperones (above 18 years of age) are not allowed to leave children unsupervised in guest rooms and on entire Hotel premises. Children of all ages are under no circumstances allowed in the Relax Zone. Children above 12 years of age are allowed in the Gym area.

13. Pets

Admiral Hotel is dog friendly and accepts dogs less than 40 kg/88 lbs, to a maximum of two dogs per room at 40 kg/88 lbs. Dogs are allowed in the rooms only if it is granted when booking accommodation. A charge of 75 HRK/ 9,95 € per night per dog applies. Service dogs are always welcome at no charge. While travelling through the lobby or public areas of the Hotel, dogs must be on a leash or in a carrier.

14. Visitors

Guests may have visitors in their rooms which must be registered at the Front Office. Visits are allowed until 22:00 hours. In case of extended visits after 22:00 hours, Admiral Hotel will charge an additional fee of 75 HRK/ 9,95 € per room per night, as a supplement for the guest/visitor.

15. Hazardous Goods

Weapons, explosives, inflammable objects and materials or other dangerous chemicals or goods of hazardous nature are strictly prohibited on Hotel premises.

The Guest shall be solely liable and responsible to Admiral Hotel, other guests, invitees, visitors, and personnel for all loss financial or otherwise and damage that may be caused by such articles or as a result of the Guest's own negligence and non-observance of such rules and instructions.

16. Fire Alarm

In case of fire alarm, please follow instructions from the evacuation plan attached from the inside of your main room door.

17. Damage to Property

Guests will be held responsible for any loss or damage to Admiral Hotel property caused by themselves, their guests or any person for whom they are responsible.

In case of damage caused to the Hotel by the Guest, the Guest is due to cover the cost of all damage caused to the Hotel.

18. Guest Complaints

Guests shall address all their complaints at the Front Office.

19. Hotel Management's Rights

It is agreed that the Guest will conduct him/herself in a respectable manner, not to provide any disturbances to other guests, and will not cause any nuisance or annoyance within the Hotel premises.

In case of breach of Hotel Rules and Management Policies by the Guest, the Hotel Management has the right to request any guest to vacate his/her room or other areas of the Hotel forthwith, without previous notice and without assigning any reason whatsoever, and the Guest shall be bound to vacate when requested to do so. In case of the default, the Hotel Management has the right to remove luggage and belongings from the room occupied by the Guest.

20. Government rules and regulations and application of laws

Guests are requested to observe, abide by, confirm to and be bound by all applicable acts and laws and Government rules and regulations of the Republic of Croatia.

The Hotel Management reserves the right to add to, or alter or amend any of the above Terms, Conditions and Rules.

Thank you.

01.08.2017

ADMIRAL HOTEL

INTERIGRE d.o.o.

OIB: 57930981912

	Kućni Red i Pravila Hotela
	Kako bi Vaš boravak bio što ugodniji, Uprava Hotela moli Vašu suradnju u uvažavanju slijedećih pravila, u vidu sporazuma između Gosta i ADMIRAL HOTELA, prema kojima gosti mogu koristiti smještajne jedinice:
Prijava	15:00 - 22:00 h
Odjava	11:00 h
Fleksibilna Prijava / Odjava	Za goste korisnike Premium Business usluga kao i goste koji odsjedaju u Admiral Suite, vrijedi pravilo fleksibilne (24 h) prijave i odjave, ovisno o dostupnosti.
Cijena noćenja	Cijena noćenja u sobi uključuje doručak i osiguranje za gosta te je iskazana bez boravišne pristojbe. Dodatnaja, pogodnosti i usluge se nadoplaćuju. Ukoliko želite dodatne pogodnosti i usluge, molimo Vas obratite se Recepciji Hotela. Registracijski obrasci moraju biti ispunjeni od strane Gosta prilikom dolaska. Za dodatni ležaj naplaćuje se naknada.
Usluge Hotela	Sve informacije o uslugama Hotela dostupne su na Recepciji i na www.admiralhotel.hr
Cijena doručka	Buffet doručak u restoranu "Taurus" uključen je u cijenu noćenja.
Doručak & Sobna posluga	Buffet doručak: 07:00 - 10:00h Doručak u sobi: 06:00 - 11:00h Sobna posluga: 0 - 24h Jela i pića posluženi u sobama naplatiti će se prema cjeniku Sobne posluge koji se nalazi u sobama Hotela.
Pomoćni ležaj	Pomoćne ležajeve moguće je postaviti u odabranim kategorijama soba i to u Executive sobama teapartmanima City Suite, Junior Suite i Admiral Suite uz nadoplatu od 75 HRK (9,95 €) po sobi / po noćenju.
Dnevni odmor	Sobe za dnevni odmor izdaju se između 10:00 i 18:00h, u maksimalnom trajanju od 8 sati. Sobe za dnevni odmor naplaćuju se u iznosu od 70% od cijene sobe iliapartmana.
Održavanje i čišćenje soba	Održavanje i čišćenje soba vrši se od 08:00 - 15:00h. Ako Gost želi neko određeno vrijeme za čišćenje sobe,

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	<p>molimo da se takvo vrijeme dogovori na Recepciji.</p>
Djeca	<p>Najviše dvoje djece starosti do 12. godina može dijeliti sobu bez dodatnih troškova koristeći postojeće ležajeve (u odabranim sobama).</p>
Dječji krevet	<p>Besplatno na zahtjev gosta (ovisno o dostupnosti).</p>
Kućni ljubimci	<p>Admiral Hotel je „dog-friendly“ hotel koji prihvaća pse do 40 kg/88 lbs, i to maksimalno dva psa po sobi ukupne težine 40 kg/88 lbs. Za noćenje pasa naplaćuje se naknada od 75 HRK(9,95€) po psu i noćenju. Psi vodiči i psi pomagači su uvijek dobrodošli bez naknade.</p>
Usluga prijevoza u/iz zračne luke	<p>Za usluge prijevoza u/iz zračne luke ili narudžbu limuzine, molimo Vas kontaktirajte Recepciju.</p>
Parking	<p>Parking dostupan na upit.</p>
Plaćanje	<p>Admiral Hotel prihvaća Visa, Master, American Express i Diners kreditne kartice, kao i PayPal kao online način plaćanja. Molimo Vas obratite pozornost da Admiral Hotel ne prihvaća rezervacije učinjene putem debitne kartice. Prilikom plaćanja ili prijave u Admiral Hotel, molimo Vasda predočite istu kreditnu karticu kojom ste izvršili rezervaciju smještaja.</p>
Dostupnost	<p>Hotel je prilagođen starijim osobama.</p>
Pušenje	<p>U Admiral Hotelu nije dopušteno pušenje u javnim prostorijama Hotela te hotelskim sobama i apartmanima.</p>
Polog	<p>Gosti koji žele rezervirati smještaj u Admiral Hotelu, dužni su napraviti polog u iznosu od 40% ukupnog iznosa kako bi potvrdili rezervaciju. Polog se može platiti isključivo kreditnom karticom. Ostatak iznosa naplatiti će se sa kreditne kartice tri dana prije dolaska gosta. Za poslovne goste ili grupe, ostatak iznosa naplatiti će se prema ugovorenim uvjetima.</p>
Otkazivanje/No-Show	<p>Za više informacija, molimo pročitajte naša Opća pravila o registraciji, pologu, otkazivanju i nedolasku gosta na www.admiralhotel.hr.</p>

Kućni Red i Pravila Hotela

Kako bi Vaš boravak bio što ugodniji, Uprava Hotela moli Vašu suradnju u uvažavanju slijedećih pravila, u vidu sporazuma između Gosta i ADMIRAL HOTELA, prema kojima gosti mogu koristiti smještajne jedinice:

1. Tarifa

Cijena noćenja u sobi uključuje doručak i osiguranje za gosta te je iskazana bez boravišne pristojbe. Dodatna jela, pogodnosti i usluge se nadoplaćuju. Ukoliko želite dodatne pogodnosti i usluge, molimo Vas obratite se Recepciji Hotela. Za dodatni ležaj naplaćuje se naknada.

2. Plaćanje računa

Svi računi za pružene usluge moraju biti osobno potpisani. Računi se plaćaju prilikom odjave iz Hotela ili prilikom uručenja računa.

3. Odgovornost za prtljagu i osobne stvari Gosta

Ukoliko Gost ne podmiri svoje obveze, Admiral Hotel zadržava založno pravo na njegovoj/njezinoj prtljazi i osobnim stvarima, te iste može zadržati i prodati u svako doba bez ikakvog daljnjeg odobrenja od strane Gosta. Prihodi od prodaje biti će iskorišteni za podmirenje dugovanja Gosta prema Admiral Hotelu.

4. Prijava

Prijava u Hotel se vrši od 15:00 - 22:00h. Ukoliko Gost ne izvrši prijavu do 22:00h, smatrat će se da je odustao/la od rezervacije te da se nije pojavio/la. Registracijski obrasci moraju biti ispunjeni od strane Gosta prilikom dolaska. Molimo Vas da prilikom prijave u Hotel predložite svoju osobnu iskaznicu ili putovnicu. Prema zakonu gosti su obavezni predložiti osobne identifikacijske dokumente za potrebe registracije i arhiviranja podataka. Navedeni dokumenti će se skenirati i vratiti Gostu. Prilikom prijave svaki gost je obavezan pružiti jamstvo plaćanja na Recepciji za boravak u Hotelu.

5. Upotreba osobnih podataka

Obrada osobnih podataka uređena je posebnim Općim pravilima za sklapanje ugovora i zaštitu osobnih podataka koja se nalaze na Recepciji Hotela. Gost je suglasan i pristaje da Admiral Hotel obrađuje i prikuplja njegove/njezine osobne podatke u propisane svrhe.

6. Odlazak

Odjava iz Hotela obavezna je do 11:00h. Molimo Vas da obavijestite Recepciju Hotela ukoliko svoju sobu želite zadržati nakon navedenog vremena. Ukoliko je soba dostupna, biti će naplaćena prema redovitoj tarifi. Ukoliko Gost ne napusti sobu u propisanom vremenu, Uprava Hotela ima pravo ukloniti Gosta i njegove/njezine osobne stvari iz sobe u kojoj je odsjeo/la.

7. Dnevni odmor

Sobe za dnevni odmor izdaju se između 10:00 i 18:00h, u maksimalnom trajanju od 8 sati. Sobe za dnevni odmor naplaćuju se u iznosu od 70% od cijene sobe ili apartmana.

8. Održavanje i čišćenje soba

Održavanje i čišćenje soba vrši se od 08:00 - 15:00h. Ako Gost želi neko određeno vrijeme za čišćenje sobe, molimo da se takvo vrijeme dogovori na Recepciji.

9. Znak „Ne ometaj“

Sve sobe su opremljene sa tipkom "Ne ometaj". Pritiskom na tipku „Ne ometaj“, upaliti će se crveno svjetlo na vratima sobe čime je osoblje Hotela upozoreno da ne kuca i ne ulazi u sobu iz bilo kojeg razloga. Kad je uključen „Ne ometaj“ znak, soba neće biti održavana i čišćena, ali će djelatnik Hotela staviti karticu na vrata sobe ili apartmana kako bi obavijestio Gosta na koji način zatražiti uslugu održavanja kada je spreman primiti uslugu.

10. Prtljaga

Ovisno o dostupnosti prostora za prtljagu, Gost može na svoj vlastiti rizik od oštećenja ili gubitka, pohraniti njegovu/njezinu prtljagu u sobu za prtljagu Hotela. Prtljaga se ne može pohraniti na razdoblje duže od tri dana. Prtljaga se može pohraniti na duži period uz naknadu. Molimo Vas da se za pitanja oko dostupnosti prostora za prtljagu te naknada koje se primjenjuju za pohranu, obratite Recepciji Hotela.

11. Osobne stvari Gosta

Prilikom registracije, gostima je dana kartica-ključ sobe te se gosti mole da prilikom izlaska iz sobe ili odlaska na počinak zaključaju sobe. Za pohranu vrijednosti, sobe su opremljene sefovima. Dodatno je na Recepciji Hotela dostupan sef za istu svrhu. Gosti se mole da svoje vrijednosti pohrane u sefove u sobama ili u sef na Recepciji Hotela.

Admiral Hotel ne preuzima odgovornost niti će se smatrati odgovornim na bilo koji način za gubitak ili štetu nastalu na imovini Gosta iz bilo kojeg razloga, uključujući krađu, bilo da se radi o stvarima ili vrijednostima koje su pohranjene ili ostavljene u sobama ili ostalim prostorijama Hotela.

12. Djeca

Djeca svih dobi su dobrodošla u Admiral Hotelu. Najviše dvoje djece starosti do 12. godina može dijeliti sobu bez dodatnih troškova koristeći postojeće ležajeve (u odabranim sobama). Roditelji, skrbnici ili pratitelji (starosti iznad 18. godina) djece su i osobno i zakonski odgovorni za njih te ih moraju nadzirati u svakom trenutku. Roditelji, skrbnici ili pratitelji (starosti iznad 18. godina) djece nisu ovlašteni ostavljati djecu bez nadzora u hotelskim sobama odnosno u svim unutarnjim i vanjskim prostorijama Hotela. Djeci sve dobi ubilo kojem slučaju nije dopušten pristup Relax Zoni dok teretanu mogu koristiti djeca iznad 12. godina starosti.

13. Kućni ljubimci

Admiral Hotel je „dog-friendly“ hotel koji prihvaća pse do 40 kg /88 lbs, i to maksimalno dva psa po sobi ukupne težine 40 kg/88 lbs. Za noćenje pasa naplaćuje se naknada od 75 HRK(9,95€)po psu i noćenju. Psi su dopušteni u sobama isključivo ukoliko je boravak psa/pasa prijavljen prilikom rezervacije smještaja. Psi vodiči i psi pomagači su uvijek dobrodošli bez naknade. Prilikom kretanja sa psima kroz javne prostorije hotela i predvorje Hotela, psi moraju biti na povodcu ili u odgovarajućem transporteru/torbi za psa.

14. Posjetitelji

Gostima je dozvoljeno primiti posjetitelje u sobu pod uvjetom da se isti registriraju na Recepciji Hotela. Posjete su dozvoljene do 22:00h. Za produžene posjete iza 22:00h, Admiral Hotel će naplatiti dodatnu naknadu u iznosu od 75 HRK (9,95€) uključujući PDV, po sobi / po noćenju, kao dodatak za gosta/posjetitelja.

15. Opasni predmeti

Zabranjeno je unositi oružje, eksploziv, zapaljive predmete i materijale ili druge opasne kemikalije ili opasne predmete u prostore i prostorije Hotela.

Gost samostalno odgovara Admiral Hotelu, kao i drugim gostima, posjetiteljima i osoblju Hotela za sve financijske ili druge gubitke koji nastanu kao posljedica unošenja navedenih opasnih predmeta ili kao posljedica nemara Gosta i ne uvažavanja pravila i uputa vezanih za opasne predmete.

16. Požarni alarm

U slučaju požarnog alarma, molimo goste Hotela da slijede upute iz plana evakuacije izvještenog na unutrašnjoj strani ulaznih vrata sobe.

17. Štete na imovini Hotela

Gost se smatra odgovornim za sve štete koje je na imovini Hotela počinio osobno, kao i ukoliko je šteta napravljen od strane njegovih/njezinih posjetitelja ili osoba za koje je on/ona odgovoran/na.

Gost se obvezuje pokriti troškove oštećenja Hotela za sve štete koje je počinio/la na imovini Hotela.

18. Prigovori Gosta

Molimo goste Hotela da eventualne primjedbe priopće izravno na Recepciji Hotela.

19. Ovlasti Hotela u slučaju kršenja Kućnog Reda i Pravila Hotela

Gost se obvezuje ponašati primjereno, te da svojim ponašanjem neće ometati druge goste i uzrokovati neprilike ili neugodnosti u prostorima i prostorijama Hotela.

U slučaju potrebe, zbog kršenja Kućnog Reda i Pravila Hotela, Uprava Hotela je ovlaštena tražiti od Gosta da napusti njegovu/njezinu sobu ili druge prostorije Hotela bez odlaganja i prethodne obavijesti ili navođenja razloga, a Gost je obavezan napustiti tražene prostorije čim se to od njega zatraži. U slučaju da Gost ne postupi u skladu sa traženim, Uprava Hotela je ovlaštena ukloniti prtljagu i osobne stvari Gosta iz sobe u kojoj je odsjeo/la.

20. Pravila i zakoni te primjena odgovarajućih zakona

Gosti su obavezni držati se i ponašati u skladu sa odgovarajućim pravilima, pravilnicima i zakonima Republike Hrvatske, koji su za njih obvezujući.

Uprava Hotela zadržava pravo dopune i izmjene gore navedenih Uvjeta i Pravila.

Zahvaljujemo.

01.08.2017

ADMIRAL HOTEL

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OIB: 57930981912