

HOTEL bicycle borrowing/returning procedure and report – The Warsaw HUB

Document A – bicycle release confirmation

Dear Guest,

We are lending you a bicycle as part of equipment offered to Guests of Crowne Plaza – Warsaw – The HUB and Holiday Inn Express – Warsaw – The HUB (each of them is hereinafter referred to as the “**Hotel**”), owned by Ghelamco Hotel sp. z o.o. with its registered office in Warsaw at Plac Europejski 1, 00-844 Warszawa, (tel. 22 377 3737), entered with KRS No. 0000988535 in the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw, 12th Commercial Division of the National Court Register, share capital: PLN 50,100 (hereinafter referred to as the “**Company**”), on the following terms and conditions:

Security deposit of PLN 200 – each time, for each bicycle (reservation of funds on a credit/debit card)

1. The bicycle is the property of the Company.
2. The bicycle is equipped with front and rear reflectors, bell, lock, and GPS transmitter.
3. In order to borrow a bicycle, you as the borrower must present a document confirming your identity and legal age to the employee of the Company who lends you the bicycle.
4. Borrowing a bicycle is free of charge.
5. A bicycle can only be borrowed by hotel guests, for a declared borrowing period not exceeding your stay at the Hotel (the bicycle must be returned by the end of the last hotel day of your stay at the Hotel, and before you pay for your stay and leave the Hotel).
6. As the borrower, you must:
 - 1) use the bicycle and its equipment in accordance with their intended purpose, taking care of its safety (not leave the bicycle unlocked);
 - 2) not share the bicycle with other persons;
 - 3) return the bicycle and its equipment by the end of the declared borrowing period;
 - 4) cover the costs of repairing any damage to the bicycle or its equipment caused by your fault;
 - 5) cover the costs of purchase of a new bicycle or its equipment in the case of destruction or loss caused by your fault;
7. The Hotel reserves the right to refuse to lend a bicycle to persons under the influence of alcohol.
8. You have the right to make a complaint in connection with the bicycle lending service. Your complaint may be sent to the following e-mail address: cp.warsawhub@ihg.com or the following address: Crowne Plaza Warsaw – The HUB, ul. Rondo Daszyńskiego 2, 02 – 843 Warszawa. A reply to the complaint will be given within 14 days from receipt of the complaint by the Company and send to the address indicated in the complaint or given directly to you.
9. Any matters relating to processing and protection of your personal data are regulated in the Privacy Policy available at the Hotel reception and on the following website: cpwarsawthehub.com.

Name and surname of the Guest:

Room number:

Period of stay:

Number of borrowed bicycle:

Date bicycle borrowed:

Date bicycle returned:

I declare that I borrow the bicycle on the terms and conditions stated above and agree to comply with them.

Signature of the Guest:

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Date:

Signature of the person releasing the bicycle:

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Date:

I acknowledge that I examined the technical state and condition of the bicycle and its equipment and I have no reservations / the following reservations:¹.

Document B – bicycle return confirmation

I confirm the return of the bicycle:

Room number:

Signature of the Guest:

Signature of the person receiving the bicycle on behalf of the hotel:

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Date:

Date:

signature

¹ Delete as inapplicable.