



GUEST EXTENDED PARKING

Thank you for choosing The Desmond Hotel, Albany. Welcome!

We are happy to be able to accommodate the parking needs of our overnight guests, as they travel in and out of the Albany International Airport and surrounding areas. As you prepare to leave your vehicle with us, please note the following:

1. The Desmond is not responsible for any theft or damage to vehicle or property that may occur while parked on Desmond property.
2. Registered guests utilizing our Stay, Park & Fly package may leave their vehicle for up to two weeks beginning the day of your departure. Should you want to leave your vehicle for more than two weeks, a fee of \$5.00 + tax per day will be charged providing you notify desk staff at the time of check in.
3. If you decide to leave your vehicle for additional time beyond the first two weeks after your departure from the hotel, a fee of \$15.00 + tax per day will be charged.
4. If a reservation is cancelled and a vehicle is left on The Desmond property, a \$15.00 + tax per day rate will apply.
5. A guest without an overnight reservation will be charged a rate of \$15.00 + tax per day.

TO BE COMPLETED BY GUEST:

VEHICLE INFORMATION:

License Plate: _____

Make: _____

Year: _____

Model: _____

Color: _____

Car Drop-off Date: _____

Car Pick-up Date: _____

GUEST INFORMATION:

Name: _____

Company: _____

Address: _____

Phone: _____

Number of Days: _____

Guest Signature: _____

TO BE COMPLETED BY HOTEL:

FOLIO NUMBER: _____ ROOM RATE: _____

FEE COLLECTED / NUMBER OF DAYS: _____

DEPARTMENT MANAGER'S APPROVAL: _____

****Copies of this form to be provided to the Front Desk and Maintenance Departments****