



GUEST EXTENDED PARKING

Thank you for choosing Crowne Plaza Albany – The Desmond Hotel. 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 Hotel is not responsible for any theft or damage to vehicle or property that may occur while parked on Hotel property.
2. Registered guests utilizing our Stay, Park & Fly package may leave one (1) vehicle for up to two weeks beginning the day of your departure at no charge. Should you wish to leave the vehicle for more than two weeks, please notify us below and a fee of \$5.00 + tax per additional day will be charged to your card on file.
3. Should your vehicle be left for additional time beyond the first two weeks after your departure, without prior notification to the Hotel, a fee of \$15.00 + tax per additional day will be charged to your card on file.
4. If a reservation is cancelled and a vehicle is left on Hotel 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: _____ DESK AGENT: _____

DEPARTMENT MANAGER'S APPROVAL: _____