



## 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.

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### 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: \_\_\_\_\_

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### TO BE COMPLETED BY HOTEL

FOLIO NUMBER: \_\_\_\_\_

ROOM RATE: \_\_\_\_\_

FEE COLLECTED / NUMBER OF DAYS: \_\_\_\_\_

DESK AGENT: \_\_\_\_\_

DEPARTMENT MANAGER'S APPROVAL: \_\_\_\_\_