

## ROYAL TULIP WARSAW CENTRE REGULATIONS

We are delighted to have you as our guests. Following these rules will ensure that your stay with us is seamless and safe.

1. These Property Regulations are valid for an indefinite period from 1 May 2022.
2. Commencing the stay at the property is deemed to be an acknowledgment of the provisions of these Regulations.
3. The concurrent data administrators are Unique Apartments Warszawa sp. z o.o., ul. Grzybowska 49, 00-844 Warszawa, NIP: 5272831485 and Louvre Hotels Group Tour Voltaire – 1 place des degrés 92800 Puteaux/La Défense
4. Information on the principles applicable to processing of Guests' personal data can be found:
  - a) for LHG- on: <https://www.goldentulip.com/en-us/privacy-policy/>
  - b) principles for Unique Apartments Warszawa Sp. z o.o. are described below
5. The administrator of personal data and data processors, processing data at administrator's request, must ensure that appropriate data protection measures are in place in accordance with applicable legal regulations.
6. The purpose for personal data processing is booking accommodation and providing accommodation services. Provision of personal information is voluntary, but necessary for the performance of the services. Also, upon guest's approval, personal data will be processed for marketing purposes within the framework of the granted permission.
7. Data collected for the provision of accommodation services will be processed during the period specified by law and, in case of data collected on the basis of consent, until withdrawal of such consent.
8. Data obtained from monitoring are deleted after 30 days or less from the date of registration.
9. Your data may be made available or transferred to the following categories of recipients:\*\* companies that provide services to the property:
  - IT support, accounting and financial services, payment services,
  - transportation companies and taxi firms (in case of ordering transport or dispatched clearing for the guest),
  - legal firm and debt collection firms, documentation storage firms, auditor firms, market researchers and analysts (including firms running satisfaction and preference surveys).
10. The guest has the right to access and correct their data, the right to limit processing of their data, the right to transfer their data, the right to withdraw their consent for data processing at any moment and the right to obtain a copy of personal data being processed as well as the right to be forgotten in case of personal data processing for marketing purposes.
11. The person responsible for personal data protection can be contacted via email, on the following address: [dpo@groupedulouvre.com](mailto:dpo@groupedulouvre.com)
12. The hotel is part of the Louvre Hotels Group and provides personal data of its guests outside the European Economic Area.
13. In the case of finding that personal data are processed against the law, the guests has the right to bring an action to the President of the Office for the Protection of Personal Data.
14. The guest renting a room at the Royal Tulip Warsaw Centre is required to present a valid ID document with a photo confirming identity to the Receptionist when registering. A refusal to present such document in a way that enables identification may result in Reception staff fuse to issue a room key and to conclude an accommodation agreement, which they are entitled to do.
15. In accordance with art. 21 sec. 4 and 5 of the Act on Counteracting Sexual Crime Threats and the Protection of Minors (Journal of Laws of 2024, item 560) called "Lex Kamilek" Act) in force on the territory of Poland, RTWC employees are obliged to identify the relationship between a minor and an adult. Therefore, during the registration process, the Receptionist will ask for a document confirming the

identity of the minor (ID, passport, school ID or birth certificate) or a declaration of consent for the child to stay under the care of a given person.

16. The receptionist has the right to refuse to register the Guest without giving a reason for refusal.
17. The registration card is signed personally by the Guest.
18. At Guest's request, the receptionist must personally complete the remaining registration data using guests ID document.
19. The receptionist is not allowed to keep Guest's ID document - it is immediately returned upon completing the registration card.
20. Each room in the property is rented for a day period. Check-in time is 15:00 on the day of rental until 12:00 on the following day.
21. If the Guest does not specify the length of stay at the time of renting a room, it is assumed that the room has been rented for one day.
22. The request to extend the stay beyond the period indicated on the day of arrival, must be made by the Guest at the reception by 10:00 am on the check-out day. The property will consider the request to extend Guest's stay based on room availability.
23. Leaving belongings or staying in a room after 12:00 on the day of departure without notifying the reception beforehand is considered an automatic extension of stay. The Royal Tulip Warsaw Centre may charge the Guest for another day of renting a room at the prices binding on that day.
24. Any guest renting a room cannot transfer the room to other persons, even still on the day for the Guest already paid.
25. Quiet hours are obligatory from 22:00 to 06:00 of the next day. Behaviour of Guests and persons using the services of the property should not disrupt the peaceful stay of other Guests.
26. Persons not registered may stay in the rooms between 7.00 am and 10.00 pm. The presence of any unregistered persons in the room after 10:00 p.m. shall be deemed as the Client's consent to having such persons also accommodated in the room for a fee. Each person will be accommodated at the price of an additional bed as per the price list available at the Reception Desk.
27. Children under the age of 13 must be constant attended and remain under care of adults throughout their stay. Legal guardians of children are responsible for their behaviour, including any damage and/or loss.
28. The charge for accommodation is exclusive of room minibar. The pricelist for items in minibars is available at the Reception desk and in the rooms. Minibar will be charged in the final bill.
29. Pursuant to the Act of 8 April 2010 amending the Act on protection of health against the effects of using tobacco and tobacco products smoking cigarettes or tobacco products within the property, including all common areas, bathrooms, bedrooms and balconies, is not allowed (Journal of Laws No. 81 item 529 with subsequent amendments). Any violation of this prohibition will result in the refusal to provide accommodation services with immediate effect and an additional fee of PLN 500 to cover the costs of washing fabrics, refreshing the apartment and excluding it from rental.
30. The Guest bears full financial and material responsibility for any damage or destruction to room equipment and hotel facilities caused due to Guest's fault or due to fault of Guest's visitors.
31. For reasons of fire safety, it is forbidden to use heaters and other electrical devices in the rooms and public areas, that are not part of standard equipment. The above provision does not apply to chargers and power supplies for audio and video devices as well as computer devices. It is also forbidden to use open fire in any form in Royal Tulip Warsaw Centre rooms and public areas.
32. For safety reasons, the use of portable dryers, storage of all movable objects and grilling is prohibited on balconies.
33. When leaving the room, the Guest should each time make sure that all door are properly closed, including balcony doors and windows.

34. Royal Tulip Warsaw Centre' responsibility for loss or damage to items brought to the property by the Guest arises for Art. 846-849 of the Civil Code. This responsibility is limited if the Guest fails to deposit such items with the Reception. The property has the right to refuse to store money, securities and valuable items, in particular valuables and objects of scientific or artistic value, if they threaten safety or are their value is too high in relation to the size or standard of the hotel or if they take up too much space. The property is not liable for items stored in room safety storage.
35. The guest is advised to immediately notify the Reception about any damage, loss or destruction of items upon its detection.
36. The luggage is kept by the guest in the room or in a place designated by hotel designated for such purpose.
37. Personal belongings left in the room by checking-out Guest will be sent back at Guest's expense to the indicated address. Should such instruction be not given, the hotel will store these items for 3 months and then hand them over to charity or to dispose of them. The hotel does not store food and items with short shelf live.
38. The Guest must review the regulations on the use of saunas and gym before using these facilities.
39. In case of violation of the provisions of these Regulations, the property may refuse to continue to provide services to the person who violates them. Such person shall be obliged to immediately comply with the orders of the staff, to pay for the services rendered so far and to pay for any damage and destruction, if any, and to leave the premises of the facility
40. The property may refuse to accept the Guest who grossly violated these rules during a previous stay, causing damage to the Royal Tulip Warsaw Centre or other Guests belongings, violating personal inviolability of the Guests or property functioning.
41. Royal Tulip Warsaw Centre is not responsible for damage or loss of a car or other vehicle belonging to the Guest if it was left in the parking place.
42. The property provides services in accordance with its standard. In case of complaints regarding the quality of services, the Guest is asked to report them immediately to the Reception desk.
43. The property must ensure safety during Guest's stay, including confidentiality of information on the Guest.

**We wish you a pleasant stay!**

#### **Privacy policy**

##### **Copyright**

All content and information contained on our website is the property of Unique Apartments Warszawa Sp. z o.o. and is protected under the Act of 4 February 1994 on copyright and related rights (Journal of Laws of 2000, No. 80, item 904, with subsequent amendments) in the scope of use, display, copying, transfer, dissemination, amending or removal of the content and information. All activities in the scope defined above require a written consent of Unique Apartments Warszawa Sp. z o.o., otherwise such activities will be considered unlawful and will constitute a violation of the intellectual property of the company.

Personal data protection The administrator of personal data, under the Act of 29 August 1997 on personal data protection (consolidated text Journal of Laws of 2002, No. 101, item 926 with subsequent amendments) is Unique Apartments Warszawa sp. z o.o., ul. Grzybowska 49, 00-844 Warszawa, NIP: 5272831485

Processing of personal data is carried out for the purposes of conclusion and performance of hotel contracts, purpose involving any possible complaints procedures, purpose involving surveys of the level of services provided, statistical purpose and the fulfilment of obligations imposed on the data administrator and arising from the provisions of the above Act. After giving consent, personal data may be processed for marketing purposes of the data controller. Upon consent, personal data will be processed for marketing purposes of the data administrator. You have the right to access and correct your personal data. Please be aware that personal data may be provided to entities authorised under legal regulations.