

## TERMS & CONDITIONS

The following terms and conditions are part of the reservation contract. They are applicable to any individual reservations.

### Check-in and check-out time

Check-in: from 3pm to 10pm.

Check-out: from 7:30am to 11am

### Rates

Except is stated otherwise, the rates are per room per day. They are indicated in Euros (€) and the VAT is included. The city tax is not included.

### Condition of reservation

The reservation is guaranteed by a valid credit card on which a pre authorization of the value of the first night may be done, or by a deposit corresponding to 30% of the amount of the stay.

### Credit card

VISA, Mastercard, and American Express are accepted. The credit card is used to guarantee your reservation, and will not be debited except in the cases mentioned hereunder or mentioned in the cancellation policy. The stay will be paid directly at the hotel.

The credit card may be debited upon reservation in case the validity of the credit card expires before the date of the stay.

For reservations with a pre-paid rate, or for reservations of five (5) rooms or more, the credit card will be debited upon reservation.

### Amendment policy

Except if stated otherwise, the reservations can be amended (subject to availability) until 12am the day prior to arrival.

To amend a reservation (change in date, names, number of people...), please notify us by e-mail to [reception@legrandmonarque.com](mailto:reception@legrandmonarque.com), or by phone at +33 (0)2 47 45 40 08, or by fax at +33 (0)2 47 45 49 91.

### Cancellation policy

Except if stated otherwise, the reservations can be cancelled without fee until 12am the day prior to arrival. For cancellations after 12am the day prior to arrival, or in case of no show, the amount of the first night, for each room reserved, will be debited on the credit card used as a guarantee.

The cancellation requests have to be sent by e-mail to [reception@legrandmonarque.com](mailto:reception@legrandmonarque.com) or by fax at +33 (0)2 47 45 49 91.