

## MEDIA PARK APARTMENT REGULATIONS

### § 1 SUBJECT MATTER OF THE REGULATIONS

1. These rules and regulations (hereinafter referred to as "**Rules and Regulations**") define the rules of providing hotel services in the Media Park Apartments building located at 4 Dęblińska Street, 04-187 in Warsaw (hereinafter referred to as "**MP Apartments**") by United Entertainment Enterprises S.A. with its seat in Warsaw, ul. Senatorska 13/15 Warsaw, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, XII Commercial Department of the National Court Register, under number 0000029876, NIP: 5260200081, REGON: 010524149, share capital: PLN 5,060,000 (paid in full), contact address: 04-190 Warsaw, 10 Jubilerka St., (hereinafter referred to as "Aparthotel"), including the rules of booking apartments, liability of Guests and Aparthotel.
2. The Rules and Regulations also define the rules of staying in the MP Apartments and the rules of order, including security, in force in the MP Apartments building.
3. The Regulations are available for review at the reception of MP Apartments and on the website [www.apartamentymp.pl](http://www.apartamentymp.pl).
4. The Regulations are an integral part of the contract binding the guest with Aparthotel.
5. Every person who intends to use the accommodation services in MP Apartments is obliged to read the content of these Regulations before concluding a contract with Aparthotel. The person using the services of accommodation in MP Apartments (hereinafter referred to as "**Guest**") is obliged to comply with the provisions of the Regulations.

### § 2 RECEPTION DESK

1. The reception desk of MP Apartments located at 4 Dęblinska Street is open 24 hours a day, 7 days a week. Contact with the reception desk is possible at +48 22 611 61 00.

### § 3 OVERNIGHT STAY

1. The service of accommodation in MP Apartments is provided for a specific period of time, during which the Guest may stay in the apartment" the so-called "hotel day".
2. The hotel day lasts from 2:00 p.m. to 11:00 a.m. of the following day.
3. Aparthotel's offer with the description of the apartments is available at [www.apartamentymp.pl](http://www.apartamentymp.pl) and on selected online booking portals.
4. The request to extend the hotel day should be made as early as possible, i.e. in the case of a wish to check-in before 15:00 at the stage of making the reservation, and in the case of a wish to check-out after 11:00 immediately after arrival at MP Apartments. The Aparthotel will endeavor to accommodate the request to extend the hotel night, taking into account the availability of the apartments.

#### § 4 TERMS OF RESERVATION

1. Reservation of the apartment can be made as follows:

- a. by telephone at +48 22 611 61 00;
- b. in person through the reception desk of MP Apartments;
- c. by filling in a reservation form via the website [www.apartamentymp.pl](http://www.apartamentymp.pl);
- d. through online booking portals.

2. Making a reservation, referred to in letters a and b, takes place at the moment when Aparthotel sends a message containing the details of the stay, including the date, price and type of hotel room, as well as the date by which the advance payment for the price of the stay should be made, to the e-mail address provided by the person making the reservation. Detailed conditions for making an electronic reservation are specified in separate terms and conditions available at the stage of making a reservation on [www.apartamentymp.pl](http://www.apartamentymp.pl) or the relevant reservation portal.

3. Failure to pay the advance payment within the period specified in paragraph (2) above shall result in expiration of the reservation. The reservation is considered confirmed at the time of payment of the advance payment for the price of the stay in the amount and by the date indicated in the message specified in paragraph 2. The confirmed reservation shall remain valid until the end of the first hotel day, i.e. until 11:00 a.m., unless the Guest has given notice of a later arrival at MP Apartments.

4. If a confirmed apartment reservation is not canceled by 2:00 pm on the day of arrival or the guest is absent until the end of the first hotel night, Aparthotel will charge the guest for the first hotel night, and the reservation covering a longer period expires at the end of the first hotel night.

5. Cancellation of a reservation without the obligation to pay a fee is possible no later than 14:00 on the day of arrival, except for reservations under special offers, in particular those offered on the website [www.apartamentymp.pl](http://www.apartamentymp.pl) or through online booking platforms operated by third parties, in which different conditions for making reservations and their cancellation are indicated each time before making the reservation.

6. In order to receive a VAT invoice for the prepayment made, it is necessary to immediately provide the purchaser's data required by law for the correct issuance of an invoice.

7. The Guest's wish to extend or shorten the period of stay beyond the period indicated in the confirmed reservation should be notified immediately. Aparthotel will confirm by e-mail the possibility and conditions of extending the stay, taking into account the availability of apartments. In case of notification of a wish to shorten the period of stay on the day preceding the day on which the guest intends to leave MP Apartments, Aparthotel will not charge the hotel guest for the next hotel night.

8. Separate terms and conditions for shortening the stay apply to reservations made under special offers, especially non-refundable offers. In case of shortening the period of stay of a guest indicated in a confirmed reservation, Aparthotel will charge the full

amount for the entire stay or for its corresponding part, depending on the terms of the offer under which the reservation was made.

9. In case of termination of the stay in MP Apartments during the hotel day, Aparthotel will not refund the fee for the unused time in a given hotel day.

10. Changes to reservations made through third parties can only be made through those third parties.

11. The Aparthotel may refuse to make a reservation, extend a hotel day or stay to a person who, during the previous stay in MP Apartments, violated the provisions of the Regulations, in particular, caused damage to the property of the Aparthotel or third parties staying in MP Apartments.

#### § 5 check-in

1. Check-in may only be performed by an adult person who is a Guest. The Guest is obliged to check-in him/herself and the persons, whose legal guardian he/she is, at MP Apartments before using hotel services.

2. The basis for check-in is to show at the reception of MP Apartments an identity document with a photograph for identification purposes, and to fill out and sign a registration card.

3. Refusal to show a document with a photo confirming identity may result in refusal to provide services and entitles Aparthotel to charge the Guest for the first hotel night and cancel the reservation covering a longer period.

4. Aparthotel reserves the right to collect from the Guest at check-in a security of 300 PLN per Studio, Studio Deluxe, One Bedroom apartment, in case of One Bedroom Deluxe apartment a deposit of 500 PLN, to cover any damage caused to MP Apartments or payment for services provided by Aparthotel.

5. The security may be collected in the form of a cash deposit, or by temporarily blocking funds on the Guest's credit card (so-called "pre-authorization").

6. After prior inspection of the condition of the apartment by an Aparthotel employee, the deposit in the form of cash will be returned upon the Guest's check-out, and the pre-authorization blockade on the credit card will be withdrawn by Aparthotel on the day of the Guest's check-out. At the same time, Aparthotel informs that the actual time of unblocking the cash on the credit card bank account depends on the credit card company.

7. Aparthotel may deduct from the security an appropriate amount to compensate for damages caused in Aparthotel MP by the Guest or persons for whom the Guest is responsible or charges for the stay or for services rendered to the Guest in accordance with the price list available at the reception.

#### § 6 BASIC AND ADDITIONAL SERVICES

1. The Aparthotel shall provide the following services to Guests as part of the price for their stay:

- accommodation in an apartment in accordance with the reservation, according to the description posted on [www.apartmentymp.pl](http://www.apartmentymp.pl);
- security of the stay, including keeping the Guest's information confidential,
- professional and courteous service in all services provided at MP Apartments,
- the performance of necessary repairs to equipment during the Guest's absence, and in the Guest's presence only if the Guest expresses such a request,
- technically efficient apartment; in case of defects, Aparthotel will first attempt to remove them; if removal of the defect is not possible Aparthotel will make every effort to replace the apartment or otherwise reduce the inconvenience to the extent possible,
- providing information related to the stay and travel,
- storing the Guest's luggage (Aparthotel may refuse to accept luggage for safekeeping on dates other than the dates of the Guest's stay and items that do not have the characteristics of personal luggage), unless this is opposed by applicable laws or security rules,
- Internet access within the apartment.

2. Guests may use an unguarded surface parking lot for an additional fee. The space must be reserved. The fee for the use of the parking lot is PLN 30 per day.

3. The stay of animals in the Aparthotel is accepted for a fee of 30 PLN per day. The guest who keeps an animal in the apartment bears responsibility for it according to the rules of law.

#### § 7 RESPONSIBILITY OF GUESTS

1. Minors should be on the premises of MP Apartments under constant supervision of legal guardians.

2. Legal guardians are financially responsible for damages, in particular for damage to items of equipment and technical devices in the apartments, resulting from the actions of minors over whom they have the duty of care.

3. The guest shall be liable for damage to or destruction of equipment and technical devices in the MP Apartments, caused by his fault or the fault of his visitors. The Guest should immediately notify the Aparthotel of the damage caused.

4. If the Guest notifies the Aparthotel of the damage or the damage is discovered during the Guest's check-out, a damage report will be written. If the Guest unreasonably refuses to sign the damage protocol, Aparthotel is entitled to sign the protocol unilaterally with an appropriate notation of the Guest's refusal to sign the protocol.

5. Aparthotel reserves the right to collect the appropriate amount of compensation from the security referred to in par. § 5 par. 7 of the Regulations.

6. the Aparthotel has the right of pledge on the things brought by the Guest to secure the amount due for the services provided by the Aparthotel, as well as to secure the claim for reimbursement of expenses incurred for that person.

7. Guests are not allowed to make any changes in the rooms and common areas and their equipment, except for minor rearrangement of furniture and equipment, not affecting their functionality and safety of use.

8. Guests are obliged to immediately report to the reception any defects or malfunctions of equipment and furnishings in the apartment.

#### § 8 APARTHOTEL'S LIABILITY

1. Aparthotel shall be liable for loss of or damage to things brought in by persons using its services to the extent and in accordance with the provisions of law.

2. Motor vehicles and things left in them and live animals are not considered as brought things.

3. The guest should place important documents, money and other valuable items in the safe provided in the apartment or in the deposit safe located at the Aparthotel reception. Aparthotel may refuse to accept these items for safekeeping only if they threaten security or if, in relation to the size or standard of the MP Apartment, they are too valuable or if they take up too much space.

4. In the event of damage due to loss of or damage to things brought in, the hotel guest is obliged to notify the reception of the occurrence of the damage immediately after its discovery under pain of expiration of claims.

5. Aparthotel does not store foodstuffs, medicines, or other items that may be damaged or out of date.

6. Guests have the right to lodge complaints in case of concerns about the quality of services provided.

7. All complaints should be submitted to the reception desk. Complaints can also be sent electronically by sending an email to: [info@apartamentymp.pl](mailto:info@apartamentymp.pl).

8. A complaint should be filed immediately after noticing the deficiencies or events to which it relates. The complaint should contain the Guest's data, including contact details and indication of the reason for the complaint.

9. Aparthotel will consider the complaint immediately, but no later than within 30 days of receipt. Aparthotel will notify of the consideration of the complaint by sending a reply to the address indicated by the Guest in the complaint.

#### § 9 ORDER PROVISIONS

1. In the interest of ensuring a successful and safe stay, please read and comply with the following housekeeping provisions.

2. Non-guests are allowed to stay at the apartments from 7.00 to 22.00.

3. In the building of MP Apartments there is a curfew from 10 p.m. to 6 a.m. During the curfew, persons using the services of the Aparthotel are required to behave in such a way as not to disturb the quiet and peaceful stay of others.

4. Instructions on what to do in the event of evacuation are described on a placard by the exit door of each apartment.

5. Smoking is prohibited throughout the MP Apartments of the hotel. For failure to comply with the ban on smoking on the hotel premises, Aparthotel has the right to charge the violator with a fine of 300 PLN or the cost of cleaning the room.

6. The behavior of all persons staying in the Aparthotel should not disturb the peaceful stay of others.

7. Each time a guest leaves the apartment, he should check the proper security of the apartment, i.e. for safety reasons, he should turn off the taps and close the windows, as well as turn off electronic equipment, turn off the light, check whether the door has been carefully closed.

8. It is forbidden to bring into the Aparthotel premises objects or substances that may constitute a threat to the life or health of others or to property, in particular:

- weapons of any kind;
- explosives, pyrotechnic products, including fireworks, flares and other materials that can cause an explosion or fire;
- intoxicants and psychotropic or similarly acting drugs;
- containers for spraying gases, corrosive or coloring substances.

9. For reasons of fire safety, it is prohibited on the Aparthotel premises:

- setting off pyrotechnic materials;
- use of heaters, electric irons and other similar devices not constituting the equipment of the apartments (the above does not apply to chargers and power supplies for consumer electronics and computer equipment);
- use of open flames.

10. Violation of the aforementioned prohibitions specified in paragraphs 8 and 9 above entitles Aparthotel to impose a fine of 300 PLN and to demand compensation for damages resulting from violation of this prohibition in the full amount.

11. Aparthotel reserves the right to refuse to provide services, including stay in MP Apartments to a person who violates the provisions of the Regulations or the law, and in relation to whom there is a reasonable fear that he/she threatens the safety, health or life of other persons staying in the premises of MP Apartments.

12. At the public areas of the Aparthotel is prohibited:

- consumption of alcohol;
- canvassing and door-to-door sales, as well as the provision of other services without the prior consent of the Hotel.



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13. Aparthotel will notify the finding of the item and summon the authorized person to collect it, if it knows its identity and whereabouts. Items left on the Aparthotel premises will be returned at the request and expense of their owner.

14. Aparthotel will store the left items for one year from the date when the authorized person was called to collect the item or to submit an instruction to return it, unless otherwise specified by applicable law. If within the aforementioned period the person to be collected does not come to collect the item or does not submit an instruction to send it back, the item becomes the property of Aparthotel. In cases prescribed by law, Aparthotel will return the thing to the district chief officer in charge of the place where the thing was found (to the Municipal Office of Lost Property) or to the appropriate police organizational unit.

#### § 10 FINAL PROVISIONS

1. The MP Apartments building is equipped with a video surveillance system. Data from video surveillance is stored for a period not longer than 3 months. Data from video surveillance can be made available only to entities cooperating in the field of ensuring the safety of persons and property and to entities authorized by law. The monitoring serves the purpose of ensuring the safety of hotel guests and other persons staying on its premises - on the basis of legitimate interests pursued by the administrator (Article 6(1)(f) RODO). Detailed information on monitoring and rights in this regard is available at the reception desk of the hotel and on the website [www.apartamentymp.pl](http://www.apartamentymp.pl).

2. The administrator of personal data of customers of the Aparthotel is the company Zjednoczone Przedsiębiorstwo Rozrywkowe S.A. based in Warsaw, contact address: 04-190 Warsaw, ul. Jubilerska 10. Information on the processing of personal data can be found at the Aparthotel reception desk and on the website [www.apartamentymp.pl](http://www.apartamentymp.pl). Any comments regarding the privacy policy should be sent to the e-mail address: [iod@zprsa.pl](mailto:iod@zprsa.pl).

3. In matters not covered by these Regulations, the regulations in force in the territory of the Republic of Poland shall apply.

4. Aparthotel may make changes to the Regulations in justified cases, in particular resulting from changes in the provisions of law, as well as changes in the scope or manner of providing services by Aparthotel. Aparthotel will inform about all changes to the Regulations and the date of their entry into force, not shorter than 14 days, by publishing information on [WWW.apatmantymp.pl](http://WWW.apatmantymp.pl) and at the reception desk.

5. Amendments to the Regulations are effective from the date they come into force. For reservations made before changes to the Regulations, the Regulations in the wording in force at the time of making the reservation shall apply, unless the content of the changes indicates otherwise.

We wish you a pleasant stay,

Media Park Apartments Team