



## Terms and Conditions for renting apartments of German Centre Shanghai

### 1 Room rates

#### 1.1 Short-term guests (staying less than one month)

Daily room rate will apply which includes utilities fees (water, air-con and electricity) and local telephone call.

#### 1.2 Long-term guests (staying one month or longer)

Monthly rental will apply: room rate only, all utilities fees and telephone fee are excluded

### 2 Reservation procedure

#### 2.1 Short-term guests (staying less than one month)

A one night deposit is required to guarantee your reservation.

A Debit Note will be issued from German Centre and the amount needs to be settled 10 working days prior to arrival date. This deposit will be deducted from your total bill upon check-out.

#### 2.2 Long term guests (staying one month or longer)

A lease contract will be signed between our guests and German Centre. Please refer to the contract for the amount of deposit required.

Payment can be arranged by cash or via bank transfer.

#### Bank Transfer

##### Overseas :

GERMAN CENTRE FOR INDUSTRY AND TRADE SHANGHAI CO., LTD  
CONSTRUCTION BANK SHANGHAI BRANCH  
A/C No: 31001523211050004128  
Swift BIC: PCBCCNBJSHX

##### Inland :

收款人：上海市德意志工商中心有限公司  
银行帐户：建行张江支行  
银行账号：31001523211050004128

#### China:

上海德意志工商中心有限公司  
科苑路88号-张江高科技园区-浦东  
201203 上海·中华人民共和国  
电话 +86 21 2898-6888  
传真 +86 21 2898-6892  
info@gcshanghai.com

German Centre for Industry  
and Trade Shanghai Co. Ltd.  
88 Ke Yuan Road  
Zhangjiang Hi-Tech Park | Pudong  
201203 Shanghai | PRC  
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#### Germany:

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BayernLB  
Briener Straße 18  
80333 Munich | Germany  
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### **3 Cancellation policy**

#### **3.1 Short-term guests**

Cancellation must be notified in written to German Centre and is subject to the following condition: all cancellations received 3 working days or less to the arrival date, will be considered as late cancellations and charged one night room rate.

### **4 No-show charge**

One night room charge will be levied for no-shows.

Cancellation policy and no-show charge do not apply to long-term guests.

### **5 Check-in and Check-out**

#### **5.1 Time**

Check-in time is at 1200 hrs (noon).

Check-out time is 1200 hrs on day of departure.

For early check-in or late check-out German Centre must be informed in advance (and is subject to availability).

#### **5.2 Procedure**

Furniture and electrical appliances, house ware and kitchen utensils, bed linens and towels are provided in every room.

These items are included in an inventory list of every room.

- Check-in. During check-in, you are required to fill in the registration form at the reception.

Our staff at the reception will show you each item listed on the inventory list in the apartment. Upon confirmation and signature, room key will be then handed over to you.

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- Check-out. During check-out, the quantity and condition of each item listed on the inventory list will be checked.

Incidental charges like overseas call, if any, will also be checked.

Room keys should be handed over to our staff at the reception.

All guests should return the apartments in a proper condition as they are handed over during check-in.

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Guests will be liable for any damage or missing item in the apartments stayed.

Please make sure you allow enough time for the procedures.

In order to ensure smooth and quick check-out, please inform our staff about your preferred check-out time 2 days prior to your departure time.

### **5.3 Bill settlement during Check-out**

Outstanding room bills can be settled by cash or credit card.

For cash settlement, all self-paying guests must come to our office at German Centre.

Credit card payment can be handed directly either at the reception of the service apartments or at our office at German Centre. The following service charges will be imposed in addition to the amount due:

- Domestic Cards (with "Union Pay" logo)
  - > debit cards (ATM), 0.9 %
  - > credit cards issued by Chinese banks, 0.9 %
- International Credit Cards (without "Union Pay" logo)
  - > MASTERCARD, VISA, 2.5 %
  - > AMEX, JCB, DINERS, 3.0 %

The official receipt 'fapiao' will be issued by our office at German Centre. Should guests check-out during weekend or public holidays, please inform German Centre in advance about this. Special arrangement can then be prepared.

## **6 Note**

### **6.1 Laundry**

There is no washing machine in the studio.

The laundry room is located on the second floor, RMB 8/hour for washing; RMB 12/hour for drying. Please approach the reception if you need RMB 1.00 coins to insert.

### **6.2 Cleaning service**

Change of bed linens and towels 2 times per week

Vacuum cleaning, dust wiping and emptying trash 3 times per week.

Cleaning does not include cleaning stove, washing dishes and pots in the kitchen.

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FOR INDUSTRY AND TRADE  
**SHANGHAI**

### **6.3 Internet**

There will be no broad-band in the apartments leased for those short term guests (staying less than one month). To access internet, IT from our property management will help you to set up the dial up through the modem from your computer.

For long-term guests, broadband internet can be applied for an additional fee.

### **6.4 Our office**

Unit 738, Tower 3  
88 Ke Yuan Lu  
Pudong 201203  
Shanghai

Working hours: Monday-Friday 0900-1800 hrs

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