

Payment/Cancellation Guideline



Please take a moment to review the payment procedures and cancellation conditions for **Imperial Suites**' properties. Properties that we represent within Canada and the United States may have different policies and procedures which we will advise you at the time of booking.

Payment Procedures

For bookings confirmed more than two weeks prior to arrival, we require a two hundred-dollar deposit by credit card.

For bookings confirmed less than two weeks prior to arrival, we require full payment, on or before arrival, by credit card or company check.

Payment is due upon arrival for the first thirty nights, or part thereof, by credit card or company check, less any deposit paid.

For bookings of more than thirty nights in duration, payment for the first thirty nights is due upon arrival. The next thirty nights or portion thereof, will be invoiced with payment due prior to the booked dates.

Individuals will be required to sign a major credit card voucher upon arrival.

Cancellation Conditions

As we confirm reservations upon booking, we require a minimum of seven days advance notice of any cancellation or reduction of your stay; in certain properties the requirement may be more than seven days. Failing this we must charge a nominal fee.

Where seven days notice is required and a cancellation or notice of early departure is received with less than seven days notice, there will be a charge of one to five nights depending upon the duration of the original reservation:

Less than fourteen - nights reserved:	one night charge
Fifteen to twenty nine - nights reserved:	three-night charge
Over thirty - nights reserved:	five-night charge