



# WELCOME TO GUESTHOUSE VERTOEUF

## OPENING HOURS BAR&BITES

Monday till Thursday: 7 am – 7 pm  
Friday: 7 am – 8 pm  
Saturday: 9 am – 8 pm  
Sunday: 9 am – 7 pm

Are you planning to arrive earlier or later than the above mentioned hours? You can make use of our night entrance. You will need your roomkey to open the door, so keep this card close by! In case of loss or failure to return the card, we will charge €30. If the situation occurs where the card is lost and the emergency number needs to be called, we are obliged to charge €50.

## CHECK-IN & CHECK-OUT

Check-in: from 2:30 pm  
Check-out: until 11 am

Would you like to check out at any other time? You can leave your roomkey in our mailbox on the left side of the entrance (just around the corner). Sleep in? Of course this is possible! For €11,- we can arrange a late check-out for you, which gives you the time to check out until 1 pm. This option, however, is limited, due to our high occupancy rate. It's best to inform at the reception, so that we can tell you the possibilities of that day.

## BREAKFAST

Monday until Friday: 7 am – 10 am  
Saturday & Sunday: 8 am – 11 am

In case you would like to make use of our breakfast service, filled with local and biological products, let us know! Of course, there's always an option to quickly cook up something in the morning, but we would rather be prepared to make a lovely breakfast for you to enjoy.

## PARKING

Parking is possible on our private property; in the garage or outside where there is a Vertoeef. Your roomkey grants access to the garage and our gate. Don't leave any valuable belongings in your car! Guesthouse Vertoeef is not responsible for any theft and/or damage to your car. Enforcement for parking without an agreement results in placing a wheel clamp; removal costs 150 euros.

## WIFI

Wifi? We got you! Free and just as fast as the speed of light.

Username: VTF-PUBLIC  
Password: easyaccess

## WORKSPACES

If you have the time, take a look at our workspaces downstairs! This is a place where work and study is combined. The workspaces include a fixed and fast connection, with the possibility to print, scan and copy whatever you need.



## FITNESS

Monday until Friday: 8 am – 12 pm / 4 pm – 9 pm

Saturday until Sunday: 8 am – 12 am

Fancy a workout? Check out 'My35's gym on the first floor! The equipment on the window-side are free to use. The Milon Circle requires an intake procedure and professional guidance, making it a necessity to apply for a membership. It is possible to close a monthly membership, and as our guest you will receive a discount! If you are interested, don't hesitate to ask!

## LAUNDRY SERVICE

Our laundry room is only accessible with a special key, which is available at our reception. The costs for using the washer and dryer are €3.50 per single use. The iron is free to use for all of our guests.

## KITCHENETTE

SURPRISE! Every room is equipped with a kitchenette, including a kettle, induction hob, fridge (turn to the 3rd setting) and a microwave/oven. This kitchenette was made especially for our longstay guests, but of course available for everyone to enjoy! Would you like to use your masterchef skills? We have a kitchenbox (pans and tableware) available at our reception for €11,00. Please hand these in, both clean and complete, during checkout.

## HOUSEKEEPING

Daily cleaning: 9 am – 3 pm

To save the environment, housekeeping will only clean your room when you hang the card on the door handle. If you prefer clean towels, place them on the ground. Prefer the eco-friendly way? Re-use them! A stay with a minimum of 5 days includes a cleaning of the bedding after every 3rd night. Our team will not touch any personal belongings, so make sure they have the space to clean your room to the best of their ability. In case you don't want to make use of our cleaning service (wether that's a personal or eco-friendly choice), hang the 'do not disturb' sign on the door handle.

## PETS

Pets are not allowed in our Guesthouse. This rule applies to both the rooms and the public spaces. Of course, we make an exception for service dogs, these furry friends are always welcome!

## FOOD & DRINKS

We hope you have the time to enjoy our drinks and bites at the bar! You can always take these to-go if you are in a rush or would prefer to enjoy them with the comfort of your own room. You are allowed to eat/drink your own food and drinks in your room, but this is not the case for our public spaces (terrace included).

## ECO-FRIENDLY

As we value the environment, we have installed solar panels, including heatpipes and heatpumps, to generate enough energy and electricity for the entire Guesthouse! We have also completely cut out the use of gas. Durability is very important to us. Are you interested in the steps we take towards a better environment? Check:





## REST

Everyone would like to enjoy a good night's sleep. To make sure of this, we ask you to be quiet between the hours of 10 pm and 8 am. We have a zero tolerance policy if it comes to noise disturbance.

## PRIVACY

We value the privacy of our guests and will not enter the room without a warning. Only in case of an emergency or failure to follow our house rules will we enter the room without your permission.

## EMERGENCY

In case of an emergency: call 112.

If the situation is not that urgent, but urgent enough that it can't wait, you can always call our own emergency phone number. This can be found next to the night entrance on the ground floor.

## LIABILITY & THEFT

We are very proud of our amazing rooms! Which is why we expect everyone to handle the rooms with care and respect. Possible extra costs can be charged to the registered guest as a result of theft or vandalism. On top of that, the police will be informed. The amount of people staying in the room should be equal to the amount that was entered during the creation of the reservation.

Guesthouse Vertoef cannot be held liable for theft, damage or the loss of your belongings. A fine can be imposed in case of a violation of the house rules, starting from €100, after which we will ask you to leave our Guesthouse. If you have any questions, please don't hesitate to ask the staff at our reception on the ground floor, we are happy to answer any of your questions or concerns.

## SMOKING & ALCOHOL

Our entire Guesthouse - as well as the balcony, rooms and facilities - are non-smoking areas. We have a zero tolerance policy when we come across a violation of these rules (the smell of smoke is enough). We will charge a fine of €100 to the registered guest, considering the extra cleaning costs.

You are allowed to drink alcohol at our Guesthouse, but drink responsibly! The abuse of alcohol use will not be tolerated. The use and/or dealing of drugs is prohibited, for which we also have a zero tolerance policy.

## FIRE ALARM

If you hear a loud siren, follow the instructions on the flight map on or next to the door of your room. In case of an intentional triggering of a false alarm, consequences will follow for those responsible. Any consequential damage, including the costs of the firefighters, can cost €1500.