

# ***POLICIES***

## ***RULES AND DRESS CODE***

# 1.

### **DRESS CODE**

- BUSINESS ATTIRE IS REQUIRED.
- NO CROCS.
- NO OPEN SHOES FOR MEN.
- BEACH OR REVEALING CLOTHING ARE NOT ALLOWED.

# 2.

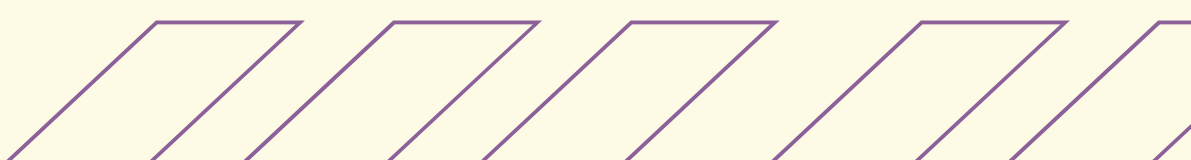
### **GENERAL RULES**

- SMOKING IS NOT PERMITTED IN THE BUILDING.
- CHILDREN UNDER 14 YEARS OLD ARE NOT ALLOWED.
- EXTERNAL CATERING SERVICES ARE NOT PERMITTED.
- ALCOHOL IS NOT SOLD.
- ALL VISITORS MUST REGISTER AT RECEPTION.
- MAINTAIN ACCEPTABLE NOISE LEVELS TO ENSURE A PRODUCTIVE WORK ENVIRONMENT FOR ALL GUEST.

# 3.

### **ARRIVAL INSTRUCTIONS**

WE ARE LOCATED ON THE NORTHWOOD CORNER OF POINSETTIA AVENUE AND GOLF ROAD IN A LARGE TWO STORY YELLOW BUILDING. IF YOU ARE TRAVELING NORTH, TURN RIGHT ON GOLF RD AND THE PARKING LOT WILL BE ON YOUR LEFT. WE ARE IN SUITE 1000, ACCESSIBLE THROUGH THE PARKING LOT. THE DOOR IS OPEN! COME CHECK IN AT OUR FRONT DESK.



4.

## **PARKING DESCRIPTION**

WE HAVE AN ON-SITE PARKING LOT WITH SPACES AVAILABLE. IF YOU PREFER, YOU CAN ALSO PARK FOR FREE ON GOLF RD (SAME STREET AS THE BUILDING). WE RECOMMEND CARPOOLING OR USING RIDE-SHARING SERVICES.

5.

## **CANCELLATION POLICY**

GUESTS CAN CANCEL THEIR RESERVATION UP TO 7 DAYS BEFORE THE EVENT START TIME AND WILL RECEIVE A FULL REFUND (INCLUDING ALL FEES) OF THEIR RESERVATION PRICE.

GUESTS CAN CANCEL THEIR RESERVATION BETWEEN 7 DAYS AND 24 HOURS BEFORE THE EVENT START TIME AND RECEIVE A 50% REFUND (EXCLUDING FEES) OF THEIR RESERVATION PRICE.

CANCELLATIONS SUBMITTED LESS THAN 24 HOURS PRIOR TO THE EVENT START TIME ARE NON-REFUNDABLE.