



METROPOLITAN
T O W E R

310 S. Michigan Avenue
Chicago, Illinois 60604

GUEST SUITE RESERVATION

❖ Guest Name(s): _____

❖ Cell Phone # _____ - _____ - _____

❖ Check-In Date: _____ / _____ / _____
Check-in time is 3:00PM

❖ Check-Out Date: _____ / _____ / _____
Check-out time is 12noon

❖ Name of Metropolitan Tower Resident _____

Unit # _____

Telephone # _____ - _____ - _____

Signature _____

Metropolitan Tower Condominium Association
7th Floor Management Office
T: (312) 994-9111
F: (312) 994-9112



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Chicago, Illinois 60604**

WELCOME TO METROPOLITAN TOWER

- ❖ Guest Suite reservations may be made by contacting the Management Office Monday Through Friday, 9AM-5PM. Reservations may be made by a Resident of Metropolitan Tower.
- ❖ \$150.00 fee per night is required prior to the date of reservation. Payment(s) must be made via the Owner's assessment or by check made payable to:
Metropolitan Tower Condo. Association. Credit cards, debit cards or cash will not be accepted.
- ❖ Keys to the Suite may be picked up at the front desk and must be returned at check-out. A \$10.00 fee will be charged if the key is not returned at the time of departure.
- ❖ Check-in time is 3PM.
- ❖ Check-out time is 12noon.
- ❖ Please be considerate and check out by 12noon. This allows the room to be cleaned prior to the next reservation of the day. A fine may be assessed for late check-out.
- ❖ A maximum of two (2) guests are per Guest Suite is permitted.
- ❖ Adults must accompany guest(s) under the age of 18.
- ❖ Pets are not permitted in the Guest Suites.
- ❖ Smoking is not permitted in the Guest Suites.
- ❖ Cooking is prohibited in the Guest Suites.
- ❖ Guest(s) may not extend their stay beyond seven (7) days.
- ❖ Rooms will be cleaned upon check-out. Please contact the Management Office if additional cleaning is required.
- ❖ Cancellations must be made prior to 3PM, 72 hours in advance of check-in date, Cancellations not received during the cancellation period will forfeit one night's reservation fee. For cancellations during holiday periods, the full amount of the reservation will be charged.
- ❖ Holiday periods include:
 - Memorial Day Weekend
 - July 3rd and July 4th
 - Labor Day Weekend
 - Thursday through Sunday-Thanksgiving Weekend
 - Christmas Ever through 3PM Christmas Day
 - New Year's Eve through 3PM on New Year's Day

WE HOPE YOU ENJOY YOUR STAY

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