



THE OTTAWA HOSPITAL RESIDENCE CORPORATION
LA CORPORATION DE LA RÉSIDENCE DE L'HÔPITAL D'OTTAWA

751 Parkdale, Ottawa, Ontario K1Y 1J7

July 1st, 2017

Short Term Accommodations – July 1st, 2017 - Information Sheet

The Intern Residence is a fifteen-story building at the corner of Parkdale and Carling Avenue, at The Ottawa Hospital – Civic campus site. We currently have over fifty Short Term Accommodation suites for out of town patients, their family, staff and their family, researchers and vendors of the Hospital.

What's available

All suites have their own private bathroom, cable TV, internet access where available, phone (hospital extension, local calls are free), bedding, towels, full kitchen, dishes and cutlery where applicable. Clients only have to provide themselves, their clothing, and their own food.

Here is a description of the suites:

- a Studio suite
- One bedroom suites
- Two bedroom suites
- Three bedroom suites

Basic fee schedule

The basic **room rate** * (with tax and parking) per night used **as of July 1st, 2017:**

	<u>Daily Rates</u>				Parking / 1 st car	
	Daily	Occupancy rating	HST 13%	<u>Subtotal</u>	included HST 13%	Total - Daily
Studio	\$70.80	2	\$9.20	\$80.00	\$12.50	\$92.50
Ensuite studio	\$74.34	2	\$9.66	\$84.00	\$12.50	\$96.50
One bedroom	\$81.42	2	\$10.58	\$92.00	\$12.50	\$104.50
Two bedroom	\$108.84	4	\$14.16	\$123.00	\$12.50	\$135.50
Three bedroom	\$123.01	6	\$15.99	\$139.00	\$12.50	\$151.50

Some clients stay on a monthly basis. These rates will hold and the taxes do not apply to these rates for the **first 30 consecutive days or more. Less than 30** days the daily rates and taxes will be applied.

The **monthly rate** (based on a 30 day month)* **as of July 1st, 2017:**

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<u>Monthly Rates</u>					
	Monthly	Occupancy rating	<u>Subtotal</u>	Parking / 1 st car	Total - Monthly
One bedroom	\$1,799.00	2	\$1,799.00	\$115.00	\$1,914.00
Two bedroom	\$2,039.00	4	\$2,039.00	\$115.00	\$2,154.00
Three bedroom	\$2,849.00	6	\$2,849.00	\$115.00	\$2,964.00

Payment can be made by **MasterCard, Visa, Interac, Cheque or cash** at the office. Note: office hours are **Monday to Friday (less holidays) from 10:00 to 16:00 hours**. Clients can drop a cheque off for time occupied. Payment is due upon arrival or a valid credit card number must be given prior. Payment for "after hours" arrivals must be made the next business day at the office.

Monthly clients must prepay the first month's fees prior to check in. Actual monthly rate is prorated by the number of days of the given month, and pricing will vary by the actual month. Clients do **not** pay for booked accommodations not used. **Credit cards will be billed in full for any outstanding fees upon departure.**

Regular bookings

Normally, to book a room a client or department can call 613-761-5434, or **toll free 855-366-3082**, email internresidence@toh.ca, or fax 613-729-9210 to reserve a room with a credit card.

Arrival instructions

Clients can arrive at 751 Parkdale Avenue. They would proceed to the entrance to gain admittance. Follow the instructions posted at the entrance for assistance.

If travelling by car, the parking gate entrance off of Parkdale Avenue also has an intercom that lets you easily contact us.

After 10 p.m. to 8 a.m. arrival fees: an added fee of **\$30** is added to the invoice for **late** arrivals. This does not apply to emergency calls.

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Side notes

Reservations are automatically **cancelled** if a booked client does not call to cancel or advise us of a delayed arrival and **fails to show up** on the start date of their booking. **Clients will be billed, minimum of one night, at the daily rate for that suite, for reservations not cancelled, at least one business day prior.**

Suites are **booked to a maximum of 2 months**, per client unless otherwise specified with the office.

Third party billing – must be pre-approved, in writing with a recognized agency or company; clients arriving with no pre approval must pay up to the first 7 days of their stay until confirmation is received in writing. Ultimately all costs incurred are the responsibility of the client.

The **monthly rate** is only available to clients who pay for the suite for **30 consecutive days** or more.

No pets are allowed. **No smoking** in the suites. **No strong odours** in the suites. **Cleaning surcharge of \$500.00** will be levied for any of these items encountered.

Cheques that are returned due to **Non Sufficient Funds** will have a **\$50 surcharge** added to your invoice.

Clients staying longer than a week will have **minor cleaning** and the **linens refreshed once a week** automatically or upon request.

Check out time is by 11:00 a.m. clients must make prior arrangements with the office for other times.

The **occupancy rating** is the allowable **number of persons, per night** for **that suite**. Please refer to the pricing chart for the more information. When this **rating is exceeded** there is an extra fee **per person, per night** of **\$25**. Please **contact the office** for more details or options.

Late checkout fee: after 11:00 a.m. a late checkout fee of **75% of the room rate** will be applied. The full rate for the suite is applied if the keys are not turned in by **1 p.m.** the day you are booked to leave.

Bumping fees: if **your reserved booking ends** and you **do not leave** that suite and we have to **"bump" the next booked guest** for that suite into another room at a higher rate **you will be billed the difference** in the costs between the two suites. This difference is for the length of their stay.

Rates may **change without notice**.

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Added Service Fees (taxes not included)	Fee
Arrivals after 10 p.m. to 8 a.m.	\$30.00
Occupancy overage / person / night	\$25.00
2 nd car – daily rate	\$24.00
2 nd car - monthly rate	\$226.00
Cleaning surcharge / suite / month	\$500.00
Lost keys or parking card	\$75.00
Lost parking FOB	\$85.00
NSF Cheques	\$50.00

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Manager, Corporate Leasing

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