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**Terms of Reservation and Payment Procedure:**

1. Reservation is made on the basis of application sent by e-mail avtozavod-hotel@avtozavodskaya.ru or by fax (831) 295-73-18, or filed on-line in website [www.avtozavodskaya.ru](http://www.avtozavodskaya.ru).

2. The room is considered to be reserved when the guest gets the reservation confirmation.

1. The guest may cancel or change the reservation details 24 hours before arrival.
2. The check-in/check-out time in the Avtozavodskaya Hotel is 12:00 noon of local time (There is Moscow time in Nizhny Novgorod).

5. In case of checking-in from 12:00 noon till 12:00 midnight the payment for the first night is charged according to the check-in time. If the accommodation period is extended for one or more days, the check-out time is 12:00 noon.

6. Check-in before 14.00 is possible only if there are vacant rooms.

7. In case of early or late check-in the terms of payment are the following:

* check-in from 12:00 midnight till 06:00 a.m.- payment by hour of the room RACK rate is charged (till 12:00 noon);
* check-in from 06:00 a.m. till 12:00 noon no extra pay is charged.
1. Staying at the hotel less than 24 hrs – the one night room rate is charged.
2. In case of late check-out the extra pay is charged as follows (only if vacant rooms are available):
* 6 hours of delay after check-out time – payment by hour of the RACK rate;
* 6 to 12 hours of delay after check-out time – 50% of the RACK rate is charged additionally;
* 12 to 24 hours of delay after check-out time – 100% of the RACK rate.

10. For corporate and group reservations, please, call our Sales & Marketing Department at telephone (831) 295-77-77, 295-77-60.