

## Guest Suite Reservation Procedure and Policy for 2024-2025

1. Reservation requests must be emailed to [bhcnaples.guestsuites@gmail.com](mailto:bhcnaples.guestsuites@gmail.com) and will be accepted beginning at 12:00 noon Eastern Daylight Time on Tuesday, September 2, 2024. Emails dated and timed before 12:00 noon on September 3, 2024 EDT will **NOT** be accepted. Reservations will be recorded in the order that they were received. Your reservation status will be communicated via email. **Owners MUST confirm dates have been entered into the calendar correctly or BHC cannot be held responsible for incorrect dates.**
2. **Calls to Kevin's mobile phone or to the office phone or emails to the office manager will NOT be accepted.**
3. Owner/Lessee who had a preferred date the previous season (Thanksgiving, Christmas, New Year's, Easter weekend) must wait seven days to be eligible to request the same dates for the upcoming season. These requests will not be accepted until 12:00 noon on September 9, 2024. Email your reservation request to [bhcnaples.guestsuites@gmail.com](mailto:bhcnaples.guestsuites@gmail.com). Please refer to the calendar on the website for availability.
4. Initial reservations will be accepted for a **minimum of two days to a maximum of 14 days**. Additional reservations beyond the initial 14 day maximum will only be accepted 30 days or less before the requested rental period. Please refer to the calendar on the website for availability.
5. **A one-time security deposit of \$200 from the Owner/Lessee is required to complete any/all rental reservation(s) for the season.** The security deposit check is to be made payable to B.H.C., Inc. and mailed to: 2170 Gulf Shore Blvd. N., Naples, FL 34102, ATT: Office. The security deposit must be received within 14 days of making the reservation or the requested days will be reopened on the calendar to all Owners. The security deposit will be held by B.H.C., Inc. If there is no damage and all reservations are honored and fully paid, the security deposit check will be destroyed by August 31st.
6. Owner/Lessee will be invoiced via email at the end of each rental period. Payment is the Owner/Lessee's responsibility. **Payment will not be accepted from the guest.** A check for the full balance is to be made payable to B.H.C., Inc. and must be received by the BHC office within two weeks of the invoice date.
7. Reservations must be made by the Owner/Lessee. Owner/Lessee or authorized representative must be in residence during the rental period. Owners who lease their unit relinquish the right to use all BHC amenities, including use of the Guest Suites for the entire duration of the rental period. Owners/Lessee with any past due BHC balances will not be allowed to rent the Guest Suites.
8. An Owner/Lessee may reserve both Guest Suites concurrently for a maximum of seven days.
9. Guests under the age of 21 must be accompanied by an adult age 21 or over.
10. Owner/Lessee is responsible for informing guests of all relevant BHC rules.  
Owner/Lessee is responsible for any and all damages that may occur during their guest's stay.
11. There is no daily maid service. Clean linens and towels will be provided at the beginning of the occupancy. Laundry facilities are available in the West Building housekeeping room and must be coordinated with Kevin. **A one-time cleaning fee will be added to each invoice for each guest suite.**
12. Check-in time is 3:00 pm and check-out time is 10:00 AM **sharp.**
13. Please direct all questions to: [bhcnaples.guestsuites@gmail.com](mailto:bhcnaples.guestsuites@gmail.com). Thank you for your understanding and cooperation!  
BHC Board of Directors

Updated 6/18/24