



Dear Guest(s)

We look forward to welcoming you to our apartment soon. The Marina Estate is the perfect place to stay on your visit to our beautiful city!

ARRIVALS

If you have not already done so please would you kindly complete the access form and return to us at least **one day** prior to your arrival. The estate require this form for security purposes.

Please would you let us know your estimated arrival time, including you flight number so that we can keep track of any delays or early arrivals. Please confirm if you will be hiring a car or arriving by taxi/Uber. (We can organise airport transfers on your behalf if you so wish, for a charge of R350 for up to 2 people and R50 per person there after.

Check in time is between 2pm and 8pm. Any late arrivals after 8pm are an additional charge of R300 which can be paid in cash on arrival. Check out time is 10am or earlier. Keys may be dropped in the drop box at the exit boom on departure with security.

Please make sure you send us a contactable number and email address and it is very helpful if you send us a text as you are about to leave the airport.

Please note that the Marina Estate is a residential estate so please treat it with respect. Any late night disturbances, a speed limit of over 20 km/h or any hanging or wet washing/towels on the balcony will result in a cash fine.

If you would like a visitor to the estate during your stay, you will need to advise us at least 6 hours prior to visit and send us the visitors Name, Surname, ID/Passport number and their physical address. No more than 4 visitors to an apartment at any given time and permission will need to be granted by ourselves and management prior to the visit. Please note the rules are very strict and if they are not adhered to your visitor will not be granted entry to the estate.

Smoking is **not permitted** in the Juliette's blocks and you will be fined if caught smoking, please refer to the sign that directs you to where you may smoke on the estate. Smoking inside the apartment or on the balcony is absolutely forbidden and there are smoke detectors which will notify the estate of any smoking inside.

Please be mindful that this is not a hotel. This means that one of us will be waiting for you at your specified time when you are checking in. Thus, if you are running late, please be sure to let us know in good time, AT LEAST 30 minutes beforehand. If you are arriving straight from the airport you will have provided us with your flight number and we can therefore keep track of any delays and plan accordingly. Please note that there is no luggage storage facility. We will always try and accommodate where possible but this is not a given.

EXTRAS

We can organize tours on your behalf. Please get in touch if you are interested. If you would like us to stock the fridge and pantry please send us a grocery list. The shopping fee is R300 plus cost of groceries.

Check out www.insideguide.co.za to keep up to date with what is happening in the city. We have also supplied a personalised guidebook for your convenience which you will find inside the apartment. This includes some of our favourite spots in Cape Town and the Winelands.

We trust you find your stay both relaxing and enjoyable. Should there be anything we can do to make your stay more comfortable, please do not hesitate to contact us.

We look forward to welcoming you!

Kind Regards
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