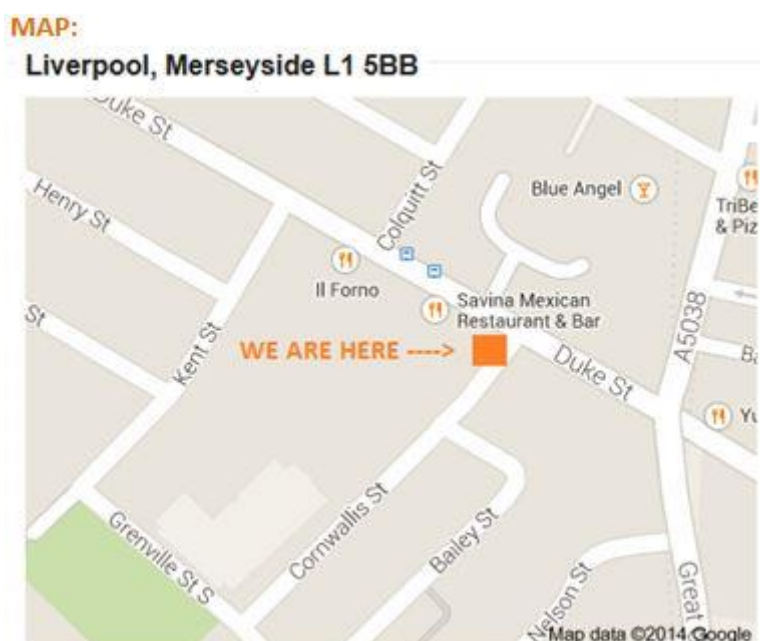


# Everything you need to know about your stay at BASE....

## HOW DO I CHECK-IN?

To check-in and to receive the key to your accommodation, please head over to our office at the address below:

BASE,  
136 Duke Street,  
(Entrance is off Duke Street, on Cornwallis Street),  
Liverpool,  
L1 5BB



## DIRECTIONS

When you reach Duke Street you will see two restaurants named Sapporo and Savina; look out for a street named Cornwallis Street situated just uphill from the restaurants. If you are coming from the China Town entrance of Duke Street, Cornwallis Street is on your left. If you are coming from the Dock Road/Police Headquarters entrance of Duke Street, Cornwallis Street is on your right. The office is situated on Cornwallis Street; it is the first block on the right and is sign posted BASE.

## WHAT TIME DO I NEED TO CHECK-IN?

Check-in is between 3 PM and 11 PM.

## WHAT HAPPENS IF I NEED TO CHECK-IN AFTER?

If you are due to arrive after the above times, please call us in advance stating your expected time of arrival. We will then arrange for the keys to be made available for collection from our office. \*\*A fee of £20.00 applies for this service.\*\*

### **WHAT TIME DO I NEED TO CHECK-OUT?**

Check out is by 11 AM on the day of your departure. \*\*Any departure made after this time is subject to a further charge of £10 per hour.\*\*

### **WHAT DO I NEED TO BRING UPON ARRIVAL?**

Please ensure you bring the Bank Card used to book your apartment at BASE, along with valid Photo ID. Without these items, we will unfortunately not be able to check you into your accommodation. Please be advised that card holder needs to be present on arrival.

### **DO I NEED TO PAY A DEPOSIT?**

Yes. A Pre-authorisation Deposit will be taken upon arrival.

This money is not a charge and no funds will be debited from your account, however, your bank statement may show the Pre-authorisation as a 'pending transaction'.

The Pre-authorisation guarantees BASE that funds would be available to pay for any damages to the property; including contents, smoking or loss of keys \*\*if they occur upon your stay\*\*

### **IS THERE A PLACE I CAN PARK MY CAR?**

Yes. Our parking spaces are charged at £12 per night. Spaces are extremely limited and are treated on a 'first come, first serve' basis.

### **BASE POLICIES AND FURTHER INFORMATION**

To ensure a pleasant stay at BASE: We operate a strict 'Over 25 Policy', we do not accept parties of any kind (including Stag and/or Hen parties) and any such bookings received are subject to a higher Pre-authorisation Deposit or cancellation.

Please also be aware that all of our apartments are located within residential blocks therefore we do not permit noise pollution or inappropriate behaviour of any kind.