

# *Ultimate Hotel*

*Comfort with Pleasure*

P. O. Box 7889, Accra North, |Ghana  
Tel: 0203 999 333 / 0245 226 260

## HOTEL CANCELLATION PAYMENT POLICY

All times indicated in the policies are expressed in hotel's local time (GMT 00:00).

- Check Out Time: 12:00 PM
- Children Policy: Certain room types for this rate plan may or may not allow children.

Children 12 and below can stay in the hotel for free. Maximum number of children allowed to stay for free depends on the room type booked.

- Reservation Policy: At Least One night prepayment is required to confirm your reservation. This is non-refundable if notice is not given 12-24 hours after reservation is made. If the deposit is more than one night, only one night will be charged and the remaining balance shall be refunded.
- Modification: We don't charge you a modification fee if you choose to modify few hours before your check in date and time.
- Cancellation: If you choose to cancel, you will be charged the cost of the first night if you do not give 24-48 hours' notice prior to you check in date.
- No-show: Guests who do not arrive within 24 hours of the check-in date and time of the hotel will be charged the first night of the reservation.
- ID Card Policy: the guest is required to present clear and valid government issued photo ID of the card to front desk for photocopy.