

Authorization in Wi-Fi network «Lefortovo»

Identification of users of the public Wi-Fi network is mandatory and is carried out in accordance with the RF Government Decree №758 of 31.07.2014 and PP RF № 801 of 12.08.2014.

1. Connect to an open (no password) Wi-Fi network – «Lefortovo»
2. The authorization window opens
3. In the authorization window, select the country that owns the phone number
4. In the second line, enter the phone number 10 digits (without country code) in the format XXXXXXXXXXXX
5. In the box below put a tick
6. Press the button
7. In the window that opens, click
(Depending on the phone model, the button (accept terms) is not immediately visible to see this button, you need to swipe from the bottom up)
8. After activating the button, you can use the Internet
9. If the login window did not open immediately after activating the Wi-Fi network "Lefortovo", you need to open a browser and type in the address bar: 123.ru or 163.com
10. There will be a redirect to the registration page, where you need to go through the items: 3, 4, 5, 6, 7.

Accommodation rules and internal regulations

Dear guests!

Present regulations set the order for check-in and check-out procedures, rules of stay and rules for rendering of services in "Lefortovo" Hotel (here after referred to as the Hotel).

- 1. You are kindly requested to observe accommodation rules and internal regulations along with fire safety regulations in the Hotel.*
- 2. The hotel is supposed for temporary stay of people for the period agreed with the Hotel administration. At the end of the agreed period the guest has to vacate the room. If you would like to extend your stay it is necessary to inform the receptionist at least 2 hours prior to check-out time (12:00 noon, local time). The extension of the stay in the same room is possible only if there are no confirmed reservation for it for the third party.*
- 3. Hotel works 24 hours/ 7 days per week.*
- 4. At check-in the guests has to give the receptionist the identification document (passport of Russian Federation, military service record card (for army conscripts), passport of a foreign citizen. The guest has to fill in registration form, especially the points concerned ID information.*
- 5. Check-in time is 14:00 (2 p.m.)*
- 6. Payments, including deposits, for accommodation and other hotel services are made at liberalized (contract) prices according to stated price list of the Hotel. Payment can be done in Russian Rubles by cash, though bank money transfer or by credit cards. At the check-in guest has to make payment for the whole period of stay and make the deposit for the minibar if the guest is going to use it. The final invoice for the services is given to the guest at the check-out.*
- 7. Children up to 7 years old can stay with parents for free without providing an extra bed.*
- 8. Payment of reservation services for guaranteed early arrival will be charged in the following order: check-in after 00:01 AM to 06:00 AM – 100% cost of the reserved rooms; check-in after 06:00 AM to 02:00 PM - 50% cost of the reserved rooms. In case of reservation cancellation less than 24 hours before date of arrival, the booking fee is not refundable. Breakfast on the day of arrival is provided in case of payment for the guest 100% cost of the reserved rooms*
- 9. Upon departure of the guest after checkout time, payment will be charged in the following order: from 00:00 PM to 06:00 PM – hourly pay (at least 6 hours) 25% cost of the reserved rooms; from 06:00 PM till 00:00 AM – 50% cost of the reserved rooms; after 00:00 AM – 100% cost of the reserved rooms*

10. *Following services are offered to the guests free of charge:*

- ❖ *Wake up call;*
- ❖ *Call for ambulance;*
- ❖ *First-aid kit;*
- ❖ *Iron and ironing board.*

The hotel renders extra-services according to the guests requests for the extra-charge stated in the current price list for extra-services.

11. *The guests of the Hotel have to show their guest's keyholder card to security for entering the Hotel.*

12. ***At the check-out** guests should leave their room key at the Reception.*

13. *At your request there are allowed guests in your room from 8:00 to 23:00. These guests have to show their Identification documents to the receptionist for receiving a pass to the Hotel before 22:00. If the visitors stay in the room after 23:00 they have to be checked-in in the guest's room or another available room according to the stated rates of the Hotel. They are allowed to meet visitors in the lobby of the hotel. The guests of the Hotel are responsible for the activities of their visitors.*

14. ***Smoking in the rooms, public toilets, corridors, halls of the Hotel is prohibited.***

15. ***Do not leave valuables in the room.***

16. ***Do not disturb** other guests of the hotel, keep silence and public order. After 23:00 please mute TV-set and radio-receiver.*

17. ***Animals, birds, reptiles, etc. are not allowed in the room.***

18. ***It is prohibited** to bring and keep in the rooms bulky items, explosives, highly inflammable, toxic, narcotic materials and substances.*

19. *Please, **do not forget** to turn off the taps and electrical appliances and close the windows when leaving the room.*

20. *The Hotel is not responsible for the functioning of urban services (emergency electricity, heating and water supply outage).*

21. ***If you disclose** any troubles in functioning of room systems, as well as incorrectly fixed outlets or switches, sparking of electrical appliances you are kindly requested to inform the Reception about that on tel. 210 or 304.*

22. ***Conditions of linen replacement:** All rooms linen is changed once in three days.*

23. ***The Hotel has the right to withdraw unilaterally from the agreement** for hotel services, to refuse the guest extension of the stay or to evict the guest from the room in case of breaking of*

present regulations by the guest, delayed payment for hotel services and in the case of causing damage for the hotel property by the guest.

- 24. The Hotel's management reserves the right to visit the room without securing approval of the guest in the case of fuming, fire, flood, as well as in the case of breaking of present rooles and regulations, public order, rooles of use of household appliances by the guest.*
- 25. If there are any guests' complaints the Hotel's management takes all possible measures stipulated by the current legislation of the Russian Federation for settlement of conflicts.*
- 26. Present regulations are formulated and carried out in accordance with Federal Law of the Russian Federation from 07.02.1992 #2300-1 (as amended on 18.07.2011) "On Protection of Consumers", Government regulation of Russian Federation from 25.04.1997 #490 "Adoption of regulations of rendering hotel services in Russian federation" and other normative legal documents regulating legal relationships in the sphere of hotel and extended services.*
- 27. In cases not stipulated by this Regulations, parties are governed by existing legislation of the Russian Federation.*

Hotel's Management

WHAT TO DO IN THE CASE OF FIRE

Fire safety regulations

We attach the paramount value of your safety, therefore you are kindly requested to follow these fire safety regulations:

- ❖ Do not use electrical heaters (irons, water-heaters, coffeemakers, cooking appliances, etc.) in the room, do not light the candles;
- ❖ Do not leave plugged in TV-sets, other electric devices, lamps, etc. unattended. Leaving the room unplug them;
- ❖ Using of your personal electrical appliances that are not the hotel's equipment is **not permitted** without advance approval of the hotel's management;
- ❖ Please, never cover switched on standard lamps or bracket lamps with the items made of inflammable materials (e.g. towels, clothes, etc.);
- ❖ **Smoking in the hotel is strictly forbidden.** Smoking is allowed on the street near the set of urns
- ❖ Please Try to remember the location of exits and stairs from your floor for fire escape;
- ❖ Please take a look at individual escape map in your room..
- ❖ **In the case of fire in your room:**
- ❖ Immediately inform about this by tel. 116, 302 or 106;
- ❖ Close the windows;
- ❖ Take measure to extinguish the fire with existing assets;
- ❖ If it is impossible to eliminate fire burning by your own forces get out of the room and close the doors without locking them;
- ❖ Leave the hazardous area and follow hotel's management directions.
- ❖ **In the case if fire outside your room:**
- ❖ If you see fire or fume **immediately inform** about this by tel. 116, 302 or 106;
- ❖ Close windows and doors, **take** your documents and proceed to the fire exit through the smoke free corridors and stairs. If there is a smoke proceed to the fire exit crawling on all fours;
- ❖ **Do not use** the elevator while evacuation;
- ❖ **If you cannot leave the room:**
- ❖ If the corridors are smoke-blanketed, **stay in your room**, immediately close the door and open the window;
- ❖ **Fill the** bathtub with water;
- ❖ **Call** by tel. 116, 302 or 106, and inform about your location;
- ❖ Keep wet towels and sheets **to seal** the gaps around the door and air hole for avoiding smoke intoxication;
- ❖ If the smoke percolates inside your room stuff your mouth and nose with wet towel, duck deeply or lay down on the floor;

- ❖ *Check if the door is getting hot, if it is necessary use your waste paper basket to throw water over to keep it damp;*
- ❖ *At the arrival fire and rescue squads come up the window and ask for help.;*
- ❖ *In case of organized evacuation of the guests follow the hotel staff or fire guards directions.*

The most vital is to keep calm and not to panic!

Hotel's Management

Dear Guests!

You can use following services:

- ❖ *Wake-up call;*
- ❖ *Telephone communication within hotel;*
- ❖ *Free wireless internet access;*
- ❖ *Call for an ambulance;*
- ❖ *Flight and train information;*
- ❖ *Taxi order;*
- ❖ *Theatre and concert tickets booking information;*
- ❖ *Sightseeing and excursions information;*
- ❖ *Information about services of an interpreter;*
- ❖ *Iron and ironing board;*
- ❖ *Shoeshine machine;*
- ❖ *Parking*

*If you would like not to be disturbed or Your room to be cleaned
please hang
“DO NOT DISTURB” or
“CLEAN THE ROOM” card on door-handle.*



"Lefortovo" Hotel

offers You

to use following fee-based services:

- ❖ *Facsimile service;*
- ❖ *External telephone connection;*
- ❖ *Room-service;*
- ❖ *Additional bath slippers;*
- ❖ *Rent of bathrobe;*
- ❖ *Sauna*
- ❖ *Conference facilities*



GENERAL INFORMATION

- Banquet halls* Four banquet halls with capacity from 5 to 60 persons. For information and reservation, please, call **108**, +7 (495) 918-11-10
- ATM* It is located in the entrance hall
- Wake-up call* Please contact reception to order wake-up call by tel. **116** and our receptionist will wake you up at appointed time
- Check-out* The Check-out time in the Hotel is 12:00 noon. If you would like to extend your stay, please, inform the Reception.
Please, do not forget to leave your room-key at the Reception
- First aid kit* You can specify at the reception by tel. **116**
- Doctor* In case you need medical attendance, please, contact reception by tel. **116**
- Extra-bed* We can provide extra bed by the guest's request (not in all type of rooms) – tel. **116**
- Taxi order* The taxi for you can be ordered at the reception – tel. **116**
- Sightseeing and excursions information* If you would like to order a city-tour or excursion, please call front office - tel. **116**
- Conference halls* For information about conference-halls rent please call by tel. **116** or **127**
- Equipment defects* Please call reception by tel. **302, 116**
- Room-service* You can order dishes from restaurant by tel. **113**
- Payment options* "Lefortovo" Hotel accepts following bank cards: Visa, Visa Electron, MasterCard, MasterCard Electronic, Maestro. Cash payments may be done in Russian rubles only.
Travel checks are not accepted.

- Lost & found* *Please contact reception by tel. 116*
- Iron and ironing board* *Iron & ironing board You can find on second living floor - **room 202***
- Facsimile service* *For incoming and outgoing faxes, please, contact reception by tel. 116*
- Sewing kit* *If You need sewing kit please contact reception by tel. 116, 302*
- Electricity* *Guest rooms are equipped with standard European electrical sockets 220V, 50G.*
- Laptop* *If You need to rent a laptop
Please contact reception by tel. 116 or 302*

ROOM SERVICE

*You can order any dish or drink from the restaurant menu
by tel. 113*

The service is free of charge. The size of a tip is left to your discretion.

Early breakfast

At an early departure you can order breakfast, "On the Road," which includes:

Sausage sandwich - 1 pcs;

Sandwich with cheese - 1 pcs;

Yogurt or cottage cheese, cream, butter, tea

Boiled egg, fruit.

No extra charge.

Order breakfast You can before 22:00 on the day preceding the day of departure

By tel.113, 116.

Breakfast will be delivered in the "lunch box" in your room by that time.

CONFERENCE AND BANQUET HALL

Small Banquet Hall

(up to 13 persons)

You will be able to hold a banquet, business meetings and negotiations. The hall is equipped with TV and audio equipment.

Restaurant on the ground floor

(up to 30 persons)

Banquet hall of the restaurant allows banquets, weddings and other events

Banquet and conference Hall "Winter Garden" second floor

(up to 80 persons)

Banquet Hall on the second floor, "Winter Garden" is made in bright colors, has a small stage, equipped with audio and video equipment, has a partially glass roof (ceiling) allows for banquets, weddings and other events .

Banquet and conference Hall "Classic" - fifth floor

(up to 60 persons)

Banquet hall "Classic" is equipped with audio and video equipment allows banquets, weddings and other events.

Banquet and conference Hall "Lefortovsky" - second floor

(up to 60 persons)

Banquet Hall on the second floor with the exit to the summer terrace

To conduct conference in any hall of your choice can be made available chair, projection equipment, audio-video equipment, stands, plates. The hotel has Wi-Fi connection.

*For business meetings we are pleased to offer business lunches,
Coffee breaks and business dinners*

Contact telephone: +7 (495) 918 11 10

Internal phone: 226



Rent of conference halls

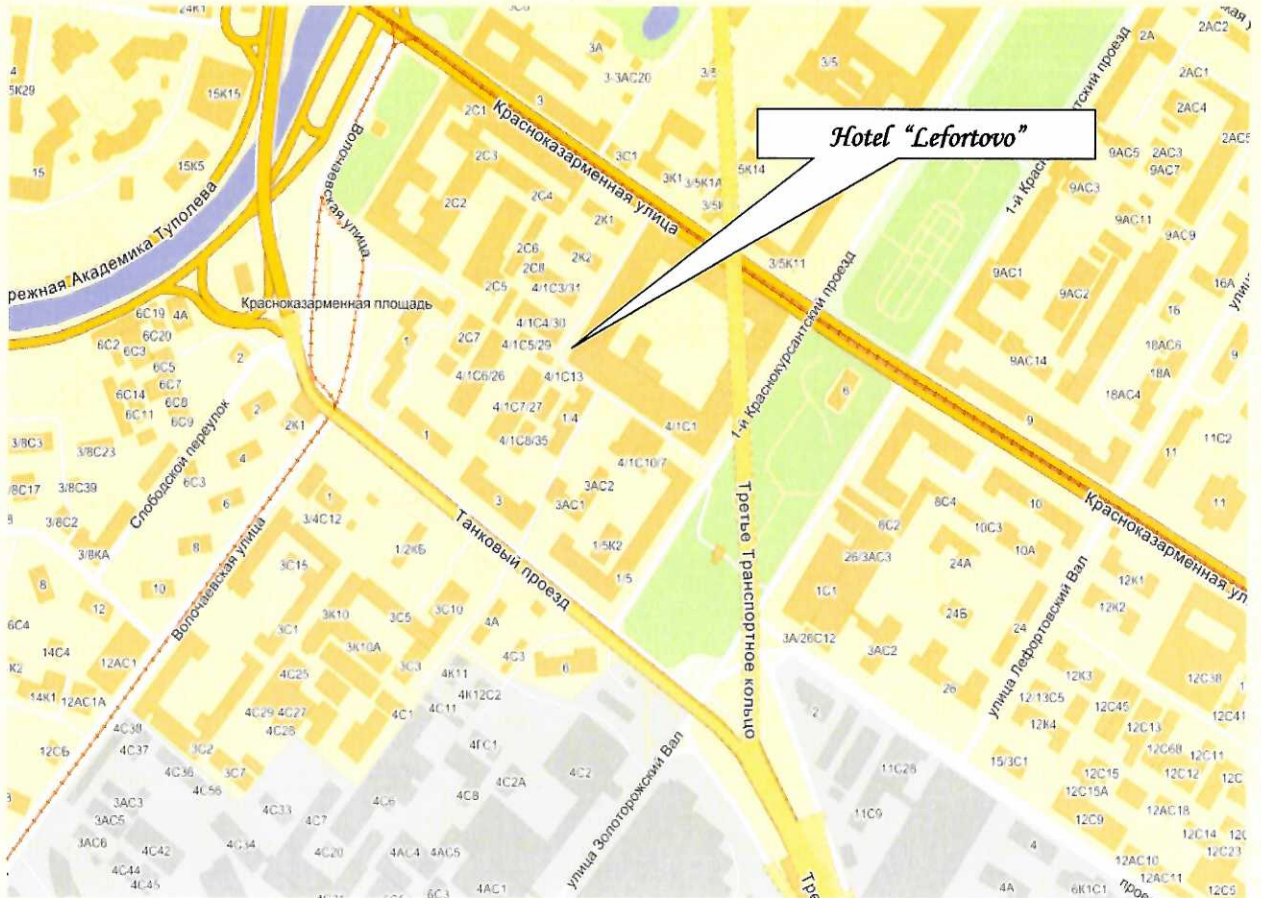
<i>Name of hall</i>	<i>Area (sq. m)</i>	<i>Persons</i>
<i>Banquet Hall "Winter Garden" second floor</i>	<i>104,5</i>	<i>no more 30 pers. more 30 pers.</i>
<i>Banquet hall "Classic" the fifth floor</i>	<i>73,9</i>	<i>no more 30 pers. more 30 pers..</i>
<i>Banquet Hall "Lefortovsky" second floor</i>	<i>100</i>	<i>no more 30 pers. more 30 pers.</i>
<i>Small conference hall the fifth floor</i>	<i>36,6</i>	<i>no more 20 pers.</i>
<i>Small Banquet hall</i>	<i>30</i>	<i>no more 15 pers.</i>

Rent of the additional equipment for conferences

<i>Equipment type</i>
<i>Laptop</i>
<i>Projector</i>
<i>Multimedia computer</i>

We are glad to offer for you business lunches and coffee breaks

LOCATION



DIRECTIONS:

- Metro station "Aviamotornaya":
further tram number 24, 50, 37 to the "first Krasnokursantsky passage"
or a 15 minute walk,*
- Metro station "Kurskaya":
further tram number 24, to the "first Krasnokursantsky passage";*
- Metro station "Baumanskaya":
further tram number 37 and number 50 to the "first Krasnokursantsky passage";*
- Metro station "Ploshchad' Ilyichya":
15-minute walk or bus number 125 to stop «Krasnozazarmennaya area.»*

- 6 km to downtown
- 36 km to Sheremetyevo airport
- 45 km to Domodedovo airport
- 36 km to Vnukovo airport
- 5 km to the railway stations: Yaroslavsky, Kazansky, Leningradsky
 - 7 km to Rizhsky railway station
 - 3 km to the Kursky railway station
 - 13 km to the Belorussky railway station

HELPFUL INFORMATION

<i>Hotel telephone</i>	<i>+7 (495) 918-11-10, 918-14-59</i>
<i>Hotel Chain directory service</i>	<i>+7 800 700 60 55</i>
<i>Reception</i>	<i>+7 (495) 918-14-59, ext. 116</i>
<i>Reservation department</i>	<i>+7 (495) 918-14-59, ext. 202</i>
<i>Restaurant</i>	<i>+7 (495) 918-11-10, ext. 113</i>
<i>Front Office Manager</i>	<i>+7 (495) 918-14-59 ext. 118</i>
<i>General manager's reception</i>	<i>+7 (495) 918-11-10, ext. 203</i>

CALLING INSTRUCTIONS

<i>From one room to another</i>	<i>Directly dial number of the room (the phone number and number of the room are the same)</i>
<i>To make a local city call</i>	<i>Dial «0», then the city number. Telephone for contacting you from outside is +7 (495) 918-14-59.</i>
<i>To make a long distance calls withing Russia</i>	
<i>To make an international call</i>	<i>For long distance, international calls and calls to mobile phones please contact reception by tel. 116</i>
<i>To make a call to a mobile phone of Russian mobile network operator</i>	



Hotel Chain "Slavyanka"

Tel. 8 800 700 60 55

<i>Hotel</i>	<i>City</i>	<i>E-mail</i>
<i>Bagration</i>	<i>Moscow</i>	<i>bagration@slavhotels.ru</i>
<i>Volzhanka</i>	<i>Saratov</i>	<i>volzhanka@slavhotels.ru</i>
<i>Volna</i>	<i>Samara</i>	<i>volnasamara@slavhotels.ru</i>
<i>Chita</i>	<i>Chita</i>	<i>chita@slavhotels.ru</i>
<i>Gvardeyskaya</i>	<i>Kazan</i>	<i>gvardhotel@slavhotels.ru</i>
<i>Zhemchuzhina</i>	<i>Vladivostok</i>	<i>zhemchuzhina@slavhotels.ru</i>
<i>Zvezda</i>	<i>Rostov-on-Don</i>	<i>zvezda@slavhotels.ru</i>
<i>Znamensk</i>	<i>Znamensk</i>	<i>znamensk@slavhotels.ru</i>
<i>Zolotaya bukhta</i>	<i>Kaliningrad</i>	<i>goldbuhta@slavhotels.ru</i>
<i>Zolotoy yakor</i>	<i>Baltiysk</i>	<i>goldanchor@slavhotels.ru</i>
<i>Lefortovo</i>	<i>Moscow</i>	<i>lefortovo@slavhotels.ru</i>
<i>Mayak</i>	<i>Kaliningrad</i>	<i>mayak@slavhotels.ru</i>
<i>Orbita</i>	<i>Saint-Petersburg</i>	<i>orbita@slavhotels.ru</i>
<i>Pahra</i>	<i>Podolsk</i>	<i>pahra@slavhotels.ru</i>
<i>Slavyanka</i>	<i>Moscow</i>	<i>slavyanka@slavhotels.ru</i>
<i>Sokol</i>	<i>Moscow</i>	<i>sokol@slavhotels.ru</i>
<i>Sofrino</i>	<i>Sofrino</i>	<i>sofrino@slavhotels.ru</i>
<i>Ural</i>	<i>Yekaterinburg</i>	<i>ural@slavhotels.ru</i>
<i>Chaika</i>	<i>Khabarovsk</i>	<i>chaika@slavhotels.ru</i>
<i>Yug</i>	<i>Krasnodar</i>	<i>yug@slavhotels.ru</i>