

HOUSE RULES AND REGULATIONS

The Swatch Art Peace Hotel artist residency Rules and Regulations

All guests (artists-in-residence and any visitors hosted by an artist-in-residence) should abide by the Swatch Art Peace Hotel artist residency rules and regulations:

1. On arrival, guests must register at the hotel reception desk. All guests are requested to present a valid passport, visa or travel document to prove their identity and to indicate the purpose of their stay.
2. Artists-in-residence are requested to inform both the reception desk and Swatch Group as soon as possible in advance of any prolonged absence, as well as in the event of a departure prior to the scheduled departure date.
3. All guests should take good care of the property in the hotel and cooperate with the hotel team when they are carrying out their duties. The apartments and workshops will be cleaned twice a week by the housekeeping team. Artists-in-residence are responsible for their apartments and workshops for the duration of their stays. Service visits may be made periodically by representatives of the Swatch Art Peace Hotel management. It is not permissible to bring furniture into the hotel. Upon departure, all personal belongings and artwork should be removed, both from the apartment and workshop as well as from all common spaces.
4. Artists-in-residence are not allowed to accommodate any unregistered guest for the night. The artist alone is considered to be the resident. If she / he wishes to accommodate a guest, the hotel management should be informed beforehand. Guest are also expected to abide by the artist residency rules and regulations.
5. Artists-in-residence are kindly requested to inform the reception desk if they invite more than five people to their studio at any one time. Artists-in-residence are responsible for any visitors present in the Swatch Art Peace Hotel artist residency.
6. Breakfast is served from 8.00 a.m. to 10.30 a.m. (November - April) and from 7.30 a.m. to 10.00 a.m. (May - October) in the kitchen area on the third floor.
7. Artists-in-residence are free to use the common areas (library, community kitchen, lounge, laundry, etc.) in compliance with the Swatch Art Peace Hotel artist residency rules and regulations and by respecting the artist residency etiquette. It is the artists-in-residence's responsibility to keep the assigned space clean and in good order. Each guest should also do her / his share to help keep common spaces clean and functional.
8. Guests are responsible for their expenses when using hotel services, Shook! restaurant, bar and terrace. They will be asked to present a credit card in order to guarantee payment of these expenses and will be requested to settle their account on a monthly basis.

9. The hotel is not responsible for the safety of artists-in-residence's personal belongings, valuable items, artistic material or work. Guests are advised to consult their insurers for coverage of such items. Small objects may be deposited in the safe provided in each room.

10. No birds, animals or unsanitary articles may be brought into the hotel. No pets, other than a registered guide dog, are permitted in the hotel.

11. No strong smelling, inflammable, explosive, corrosive, toxic, radioactive or other dangerous articles may be brought into the hotel. No burning of items (including candles) or ignition of fireworks or firecrackers or use of open flames is permitted in the hotel. **Smoking is strictly prohibited inside the building.** This includes smoking through an open door or window.

12. It is forbidden to add or to modify electrical installations or to use additional electrical equipment such as electrical heaters, electrical stoves, cooking devices, microwave ovens, etc.

13. Noise-making or playing music loudly in a way that is disturbing to other guests is forbidden in the hotel, in particular between 10.00 p.m. and 8.00 a.m.

14. All guests should comply with the Chinese laws and regulations and specific hotel regulations as described in the "Shanghai Public Security Bureau Hotel Regulations" document.

15. The hotel team has the authority to prosecute anyone who has violated the above-mentioned rules and regulations. Disorderly behavior or non-compliance with the rules and regulations may result in eviction as well as financial liability for any damage caused. Those who violate the Chinese laws and regulations will be prosecuted accordingly.