

## 1. BOOKING PROCESS

### How do I request a room?

Students should specify their desired check-in and check-out date on our website, and then fill out the online room request form that appears.

<http://www.melondistrict.com/>

It is essential that students include **all of the information** requested on the form so that we can properly process the request.

#### 1.1 If the residence has rooms available:

Students will then receive a confirmation of our availability by e-mail from our MelonDistrict® Booking Department, specifying the following:

- Which residence is available
- Type of room available
- Time period available
- Monthly rent
- Registration fee

The following documents will also be attached to said e-mail:

- Booking conditions
- Information on the residence's facilities and amenities

Under no circumstances does the confirmation of our availability imply the blocking off or reservation of a room. If students are interested in reserving a room, they should:

- Contact the MelonDistrict Booking Department to reconfirm that the room is still available, at which point you will receive an email detailing the amount due to book the room.
- Make payment on the room for the first month's rent and the registration fee, for the exact amount specified in the email sent by the booking department.

### How should I make the payment?

By bank transfer to the following bank account number:

Barcelona Lodging Management, S.L.

IBAN: ES17 0182 2342 1302 0152 1569

ACCOUNT N°: 0182 2342 1302 0152 1569

B.I.C.: BBVAESMM

BANK: BBVA

BANK ADDRESS: Plaza Catalunya, 5 – 08002 Barcelona

**NOTE:** Please include the full name of the student when making the bank transfer.



Upon making the payment, students should send us the bank receipt by fax at +34 93 416 0845 or should scan and send it to us by e-mail at [booking2@melondistrict.com](mailto:booking2@melondistrict.com). All bank fees must be paid by the student and are not our responsibility.

Or by credit card:

Students should fill out the credit card authorization form attached to this e-mail and send it back to us by fax at +34.93.416.08.45 or scan it and send it to us by e-mail at [booking2@melondistrict.com](mailto:booking2@melondistrict.com).

### **How do I know whether my booking has been confirmed?**

When the payment of your registration fee and first month's rent has been received, MelonDistrict will send you a personal information form to be filled out.

Students should then:

- Send the personal information form back completely filled out **by email** and in proper excel format.
- Send their university acceptance letter or a photocopy of a form of identification proving they are a student by fax at +34.93.416.08.45 or a scanned copy via e-mail.

Once said documentation has been received, students will receive their accommodation contract.

The booking procedure is complete once the deposit and the cleaning checkout has been paid, the amount of which is specified in the accommodation contract. Payment should be made minimum thirty (30) days before the contract start date, either by bank transfer or credit card.

### **1.2 If the residence has NO available rooms:**

Students will receive an e-mail, granting them the possibility of being included on the MelonDistrict® waiting list. Students should then confirm their wish to be included on the waiting list by e-mail.

In the event that a room should become free within the period requested, students would be notified by the MelonDistrict® Booking Department.

## **2 CHECK-IN PROCEDURE**

Students should notify the Booking Department of their arrival date (check-in) minimum 15 days before their contract start date.

In the event that students fail to notify the Booking Department of their check-in date, the contract start date will be used as reference.

Should a student not arrive on the specified contract start date, he/she will have three (3) working days to notify the Booking Department of their new arrival date. Otherwise, the booking would be considered as cancelled within the contract period and no refunds of the payments made would be given.



Check-in is from 2pm to 11pm. For all check-ins outside this time period, students must first get approval from the Booking department.

Students should present two signed copies of their accommodation contract at the front desk upon checking-in.

### **3 CANCELLATION POLICY**

For cancellations made prior to two (2) months before the contract start date, the registration fee will NOT be refunded. However, the first month's rent will be refunded to the student.

For cancellations made within the two (2) months before the contract start date, neither the registration fee nor the first month's rent would be refunded.

In both cases, should the deposit have already been paid, it would be refunded.

In the event of an early termination of the contract when already living at the residence, students would not be able to recover their registration fee, deposit, or the current month's rent.

### **4 CONTRACT EXTENSION WITHIN THE SAME ACADEMIC YEAR (SEPT–AUG)**

Students will be able to extend their contract provided that a room of the same characteristics is available for the period requested. A new accommodation contract would be signed and the rental price and new registration fee would be determined by the duration of the new contract.

### **5 CONTRACT RENEWAL**

As of April, students will be able to request rooms for the following academic year (Sept. – Aug.). At this time, a new booking process would begin (registration fee, first month's rent, etc.)

### **6 OTHER IMPORTANT CONDITIONS**

If the student is not yet of legal age (18 yrs. old) at the time of the contract start date, parents or legal custodians must sign the contract.

Students will be charged a cleaning fee in advance. The amount of this service is stated in the accommodation contract and will be paid together with the deposit.

MelonDistrict® reserves the right to change a student's room to another having the same or superior characteristics during his/her stay.

The resident can have visitors during the day during the hours established by MelonDistrict. The visitor should be registered at the front desk at his arrival and departure.

The resident is allowed to have guests sleep overnight in their room. The guest should pay the amount for their stay at the front desk.





## MelonDistrict Marina

Sancho de Ávila, 22 – 08018 Barcelona

### PRICE LIST

The prices listed below are only applicable from September 1st, 2011 to August 31st, 2012 and pertain to the residence MelonDistrict Marina located on Sancho de Ávila, 22, 08018, Barcelona.

### MONTHLY RENT:

Rent prices vary according to the length of stay and the type of room reserved; specifically for medium and long stays as depicted in the table below:

Room type	Long stay 9 months or more	Medium stay 1 to 8 months
TWIN*	599,5€ / month	657,5 € / month
SINGLE	731 € / month	797 € / month
DUPLEX	839 € / month	918 € / month
SINGLE STUDIO	1.158 € / month	1.263 € / month
SUPERIOR STUDIO	1.249 € / month	1.409 € / month

**\*All taxes included**

**\*Please note:** the price of the **twin room** is per person and month. In the event that you wish to book a twin room, MelonDistrict will assign you a roommate of the same gender. If you would like to share a room with a friend who has already booked with us or is planning to, please let us know this information, as well as the name of your friend.

### SERVICES INCLUDED IN MONTHLY RENT:

- Rent of the room
- Access to the Cooking Lounge (kitchen/living room for every 10 rooms)
- Water and electricity utilities
- Internet access
- Safe box
- Daily cleaning service for common areas
- 24 hour Front desk
- Maintenance services
- Access to pool and the sundeck during the summer season
- Only studios have their weekly room cleaning + a change of linens and towels included in their monthly rent





## MelonDistrict Marina

Sancho de Ávila, 22 – 08018 Barcelona

### REGISTRATION FEE:

All stays exceeding a month incur a registration fee, whose amount depends on the total length of stay. This charge is per person, is only paid once for a continuous stay, and covers our management and registration expenses.

STAY	LENGTH OF STAY	REGISTRATION FEE
Long stay	More than 9 months	432 €
Medium stay	Between 7 and 8 months	324 €
Medium stay	Between 4 and 6 months	216 €
Medium stay	Between 1 and 3 months	162 €

All taxes included

### DEPOSIT:

The deposit is equal to a month's rent of the type of room reserved. Under no circumstances will the deposit cover the last month of rent stated in the accommodation contract. The deposit must be paid minimum thirty (30) days before the contract start date.

### ADDITIONAL SERVICES:

PACKS AND SERVICES	SINGLE	TWIN	STUDIOS
Bed pack / person	35,78 €	29,61 €	Included
Bathroom pack / person	28,95 €	28,95 €	Included
Kitchen pack / person	52,00 €	52,00 €	Included
Weekly room cleaning / month	46,36 € / room	51,92 € / room	Included
Weekly room cleaning + changing of linens and towels / month	75,00 € / room	81,00 € / room	Included

All taxes included





## MelonDistrict Marina

Sancho de Ávila, 22 – 08018 Barcelona

### BOARD:

The following rates for board are **only for MelonDistrict Marina**.

BOARD	MONTHLY RATE
Half board – 5 days a week 5 Breakfasts (continental) 5 Dinners (Self-service + limited beverage)	192,31 €
Half board – 7 days a week 7 Breakfasts (continental) 7 Dinners (Self-service + limited beverage)	256,41 €

8% VAT included

Board is optional; it can be requested along with the room or at any point during your stay.

Board must be requested for the entire stay of the contract.

All cancellations of the service must be notified by the 20<sup>th</sup> of the previous month.

Half board – 5 days a week includes dinner from Sunday to Thursday and breakfast from Monday to Thursday.

Half board – 7 days a week includes dinner and breakfast from Monday to Sunday.

Dinner can be exchanged for a lunch, only if the student notifies this to the cafeteria staff on the same day before 10am.

Opening hours:

Breakfast: 7:30 am to 10:30 am

Dinner: 8:00 pm to 10:30 pm

Lunch hours, by request: 1:00 pm to 3:30 pm

Board is requested by full months and cannot be prorated according to the student's check-in and check-out dates. Meals that are not used cannot be changed for other meals.

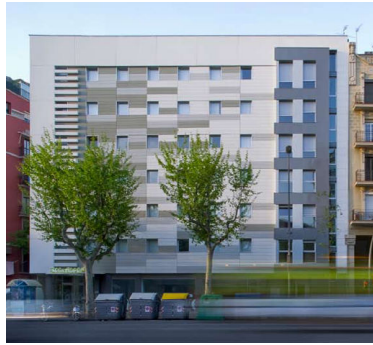
The self-service includes the following: Salads, pasta, and vegetables. Hot items in the Buffet include 4 different main course options. Dessert. Beverage.

The Continental breakfast is: 1 Sandwich of the Day or toast or pastry + 1 juice + 1 Coffee o tea



# MelonDistrict\*

*a place to live*



## MelonDistrict Poble Sec

Paral.lel, 101 – 08004 Barcelona

### PRICE LIST

The prices listed below are only applicable from September 1st, 2011 to August 31st, 2012 and pertain to the residence MelonDistrict Poble Sec located on Paral.lel, 101, 08004, Barcelona.

### MONTHLY RENT:

Rent prices vary according to the length of stay and the type of room reserved; specifically for medium and long stays as depicted in the table below:

Room Type	Long stay 9 months or more	Medium stay 1 to 8 months
TWIN*	543,5 € / month	592,5 € / month
SINGLE	678 € / month	740 € / month
SINGLE STUDIO	835 € / month	907€ / month
SUPERIOR SINGLE STUDIO	1.087€ / month	1.184 € / month
TWIN STUDIO	1.199€ / month	1.299 € / month

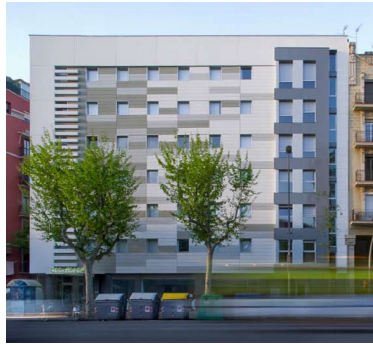
All taxes included

**\*Please note:** the price of the **twin room** is per person and month. In the event that you wish to book a twin room, MelonDistrict will assign you a roommate of the same gender. If you would like to share a room with a friend who has already booked with us or is planning to, please let us know this information, as well as the name of your friend.

### SERVICES INCLUDED IN MONTHLY RENT:

- Rent of the room
- Access to the Cooking Lounge (kitchen/living room for every 10 rooms)
- Water and electricity utilities
- Internet access
- Safe box
- Daily cleaning service for common areas
- 24 hour Front desk
- Maintenance services
- Access to pool and the sundeck during the summer season
- Only studios have their weekly room cleaning + a change of linens and towels included in their monthly rent





**MelonDistrict Poble Sec**

Paral.lel, 101 – 08004 Barcelona

**REGISTRATION FEE:**

All stays exceeding a month incur a registration fee, whose amount depends on the total length of stay. This charge is per person, is only paid once for a continuous stay, and covers our management and registration expenses.

STAY	LENGTH OF STAY	REGISTRATION FEE
Long stay	More than 9 months	432 €
Medium stay	Between 7 and 8 months	324 €
Medium stay	Between 4 and 6 months	216 €
Medium stay	Between 1 and 3 months	162 €

All taxes included

**DEPOSIT:**

The deposit is equal to a month's rent of the type of room reserved. Under no circumstances will the deposit cover the last month of rent stated in the accommodation contract. The deposit must be paid minimum thirty (30) days before the contract start date.

**ADDITIONAL SERVICES:**

PACKS AND SERVICES	SINGLE	TWIN	STUDIOS
Bed pack / person	35,78 €	29,61 €	Included
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Kitchen pack / person	52,00 €	52,00 €	Included
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Weekly room cleaning + changing of linens and towels / month	75,00 € / room	81,00 € / room	Included

All taxes included

