

# Villa Rental Program

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## General Standards and Requirements

### Villa Rental Program Standards

To join our rental program your villa must comply with the highest standards of style and comfort already established by the globally recognized image of Casa de Campo, comprising the following specifications.

#### General Requirements:

- Perfect maintenance conditions.
- Adequate location and quality lighting in interior and exterior areas.
- Clearly marked and visible villa number for directions.
- Paved parking space with a minimum capacity for one car and 2 golf carts.
- Swimming pool and/or a heated Jacuzzi, with thermostat and timer. The device to operate the Jacuzzi heater must be located in a place easily accessible to the guest.
- Well maintained gardens with highest standards of landscaping.
- Telephone and Internet access for use of guests.
- Service quarters with bathroom access for staff use.
- Top quality furniture and upholstery.
- Smoke detectors in all sleeping areas and in common areas (living room, family room).
- Carbon monoxide detector in the kitchen area.
- One foam and one CO2 extinguisher per villa.
- Screens on all windows.
- Individual lock and keys for each bedroom and main entrance.
- Window coverings in all bedrooms and in common areas as needed.
- Ceiling fans in all common areas.
- Living area (or family room) with LCD 42" color television, cable service, Blue Ray, DVD player and Sound System (radio), iPod Station.
- A 4500 watts water heater with dual resistance and 2 thermostats with electric settings with clear indicators for guest use. Minimum capacity required as follows:
  - 3 Bedroom Villa - 40 gallons
  - 4 Bedroom Villa - 60 gallons
  - 5 Bedroom Villa - 80 gallons
- General painting of interior and exterior spaces in perfect condition.
- Wood finishes in interior and exterior must be well-maintained and of good quality.
- Floors must be well polished or crystallized for protection.
- Outdoor barbecue grill with cooking utensils -preferable of stainless steel.
- Washer & dryer.
- Linen closet.
- Up-to-date maintenance on:
  - Grease trap.
  - Septic tank.
  - Air conditioning units.
  - Pool and/or Jacuzzi.
  - Water heaters.
  - Fumigation against insects and rodents (to be provided by the Hotel in accordance with a Master Plan).
  - In case of emergency the Hotel may affect maintenance on any of the above areas to ensure client satisfaction.

## General Decoration Standards

- The owner may decorate to taste but villas must be well-appointed and follow a style and coordination in decor that will generate a sense of comfort for our mutual guests. No metal or formica furniture will be accepted.
- The owner is responsible for maintaining the furniture in perfect conditions and for updating the upholstery as needed to ensure guest satisfaction. All furniture items should contribute to the harmony of the overall visual ensemble.
- There should be adequate illumination in all areas and the lighting appliques and fixtures should be harmonious to the ambience in the areas.
- Courtyard furniture may not be used for indoor areas or closed terraces.
- Wall-to-wall carpeting is not recommended; area rugs preferable.
- Artwork and decorative pieces must be of good quality. Items of a personal value or religious nature must be removed.
- The hotel reserves the right to request that some pieces of furniture, as well as excess wall or tabletop decoration, be removed and stored directly by the owner.
- Decorative Items must include:
  - Ashtrays for common areas
  - A flower vase per bedroom and common areas
  - 2 to 4 decorative items and wall hangings per room
  - Natural or silk ornamental plants in good conditions (no plastic plants please)

## Terrace

All terraces and balconies must have adequate furnishings. Poolside and/or outdoor terrace must have:

- An outdoor dining area for a minimum of 6\* persons
- A set of comfortable outdoor lounge furniture

## Gazebos

Must be in perfect conditions, all the wood well-varnished, roofs in good condition with no leaks and cushions on all seats.

## Gardens and Courtyard

- Trimmed and mowed regularly - no dry spots
- Flowerbeds and bushy garden plants suggested
- Indoor plants in healthy conditions

## Pool

- Wall Paint and ceramic tiles in perfect conditions
- Pump and water filter in proper working order
- Chaise lounges required as follows:
  - 3 Bedroom villas - 6 Chaise lounges
  - 4 Bedroom villas - 8 Chaise lounges
  - 5 or more bedrooms - minimum 10 chaise lounges

## Jacuzzi

- Wall Paint and ceramic tiles in perfect conditions
- Pump and filter in proper working order
- Heater with blower and timer
- Chaise lounge requirements same as above

It is required that any device that operates the pool and/or Jacuzzi must be identified and located in a visible area so that the client can handle them easily.

## Carport / Garage Area

- Should have enough space to accommodate at least one (1) car and two (2) golf carts.

## Bedrooms

- Bedding configuration in Villas required as follows:

- Master bedroom - (1) King size bed
- Other bedrooms - (2) Queen or Double beds
- Bed frames with casters for all beds
- Fixed head boards for all beds

- All Bedrooms must have:

- Private bathroom area with glass panel
- Window coverings (Blackout curtains or shades)
- Full closet
- Three sets of linen per bedroom (white 50/50 300 Ply - must be purchased through the hotel)
- Coordinated bed linens:
  - Pillows -(2) per King size bed
  - (2) Extra Non-allergenic pillows in closet
  - Bed-set: Bedspread, Coverlet, Ornamental Pillows, bed-skirt and mattress pad per bed.  
We recommend feather duvet.
- A Safety deposit box in each bedroom closet
- A LCD television (32" minimum) with proper stand and cable service
- Air conditioning unit
- In-room telephone
- Clock radio with IPod connection
- Smoke detector
- A floor lamp
- 1 iron and ironing board lined
- Night tables - (1) or (2) based on number of beds
- A reading lamp per night table
- 1 Dresser with mirror per bedroom
- 1 Armchair per bedroom with decorative cushions
- Appropriate artwork in every room
- 1 Trashcan
- 20 Wood hangers per closet (for pants and skirts)
- One rug on each side of every king size bed and / or another one between each two double size beds

## Bathrooms

- All cabinets, countertops, wall and floor tiles must be in perfect condition
- Top quality bathroom accessories and fixtures (may not be of plastic)
- 1 Small wastebasket (wood, wicker or metal) with plastic liner
- Shower curtain in neutral tones and plastic shower liner
- Wall Mirror above wash basin
- Bathroom accessories such as: soapbox, disposable paper holder, etc, with an elegant and nice presentation
- Toilet paper holder
- Good lighting
- Hair dryer in each bathroom
- Magnifying mirrors are recommended

## Kitchen

- All cabinets, countertops, wall and floor tiles must be in perfect condition.
- Major appliances and electronics must be in excellent condition and include:
  - Stove
  - Refrigerator
  - Industrial Gas tank
  - Steam Extractor
  - CO2 fire extinguisher
  - Microwave Oven
  - Toaster
  - Sandwich Maker
  - Blender
  - Electric Juicer
  - Electric Coffee Maker (10-12 Cups)

## Service Quarters

Adequate bathroom facilities are mandatory for use of service staff as well as small table and 2 chairs.

## Standards kitchen utensils in villas

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| <ul style="list-style-type: none"> <li>• 12 Dinner Plates</li> <li>• 12 Soup/Cereal Bowls</li> <li>• 12 Dessert Plates</li> <li>• 12 Cups and Saucers</li> <li>• 12 Champagne Cups</li> <li>• 12 Demitasses</li> <li>• 12 Wine Glasses</li> <li>• 12 Juice Glasses</li> <li>• 12 Water Glasses</li> <li>• 12 Soup Spoons</li> <li>• 12 Dessert Spoons</li> <li>• 12 Tea Spoons</li> <li>• 12 Dinner Forks</li> <li>• 12 Salad /Dessert Forks</li> <li>• 12 Dinner Knives</li> <li>• 12 Steak Knives</li> <li>• 12 Butter Knives</li> <li>• Silverware Caddy</li> <li>• 1 Set of Kitchen Knives</li> <li>• 1 Set of Cooking Utensils (Spoons, spatulas, forks, etc.)</li> <li>• 1- 8qt Sauce Pan w/cover</li> <li>• 1- 4qt Sauce Pan w/cover</li> <li>• 1- 2qt Sauce Pan w/cover</li> <li>• 2 Large Cauldrons w/cover</li> <li>• 1 Medium cauldron w/cover</li> <li>• 1 Frying Pan 10"</li> </ul> | <ul style="list-style-type: none"> <li>• 1 - Frying Pan 12"</li> <li>• 2 Ladles (Pouring Spoons)</li> <li>• 1 Egg Spatula</li> <li>• 1 Can and Bottle Opener</li> <li>• Large Dish Strainer w/ plastic tray</li> <li>• Set of Mixing Bowls (S/M/L)</li> <li>• Set of Serving Ware (6 pcs, Pyrex or similar)</li> <li>• Salad Bowl Serving Set</li> <li>• Vinegar &amp; Oil Set</li> <li>• Salt &amp; Pepper Set</li> <li>• Water Jar</li> <li>• Juice Jar</li> <li>• Tea Kettle</li> <li>• Sugar Bowl and Creamer Set</li> <li>• Coffee and Milk Pot Set</li> <li>• Silverware Serving Trays (S/M/L)</li> <li>• (2) Sets of Linen Doilies for Trays (S/M/L)</li> <li>• Ice Bucket with Ice Tongs</li> <li>• (4) Ice Cube Trays</li> <li>• Set of Pasta Strainers (S/M/L)</li> <li>• Juice Strainer</li> <li>• Grater 2 Terms (one for coffee and one for milk)</li> <li>• Garbage Bin w/Cover &amp; Plastic Liner</li> </ul> |
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We suggest that all items for the stocking of the kitchen be of generic nature so that they may be replaced in the case of breakage or loss.

The Villa may not enter in the Rental Program unless all the requirements are fulfilled.