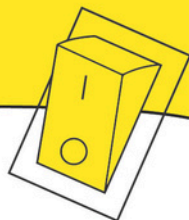




Welcome to Duck Republik!

Your Second Home Awaits!



Hey, Duck Republik family!

We're super excited to have you join us.

This is your new home where you can chill, learn, and have tons of fun.

Just remember to be awesome and respectful to everyone and everything around you.

Need anything?

Just holler, and we're here to help!



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Customer Support: We've Got Your Back!

- **24/7 Support:** We're always here for you!
- **Admin Hours:** Monday - Friday, 09:00 - 17:00
- **Email Us:** support@duckrepublik.eu
- **For Urgent Stuff:** We're around anytime!



NOTE

Swing by the reception for things like key card extensions, laundry coins, or picking up mail.

For invoices, payments, disturbances, room changes, and similar issues, hit up the office during admin hours.

Special Requests

Got a special request?

Whether it's throwing a private party, booking a space just for you, having guests over, or anything else that's a bit out of the ordinary, we've got you covered!



Here's How to Do It:

1

Send It in Writing: Please email all your special requests to our Duck Republik Support email at **support@duckrepublik.eu**

This helps us keep track and ensure everything is handled smoothly.

2

What to Include:

When you email us, let us know exactly what you need—whether it's party details, space booking, or other special accommodations. This way, we can assist you promptly and effectively!

3

Plan Ahead: For a seamless experience, try to send your requests in advance. This gives us time to make all the arrangements and ensure everything is perfect for you!



We're here to help make your Duck Republik experience awesome, so **don't hesitate to reach out with your special requests!**

Duck Republik WhatsApp Global Chat

Welcome to our Duck Republik WhatsApp Global Chat!

This is where we all connect, share laughs, and stay in the loop.

To keep our chat friendly and fun, here are some simple rules to follow:



GLOBAL CHAT

- 1 Be Nice:** Let's keep the vibes positive and friendly. No offensive language or personal attacks. Remember, **kindness goes a long way!**



- 2 No Requests:** For anything related to Duck Republik—like maintenance requests, billing questions, or administrative matters—please **stick to our official channels:** email (**support@duckrepublik.eu**) or phone (**+371 22 324 579**).

We want to keep the chat fun and focused on community vibes!

3

Respect the Chat: Breach of these rules or offending others in the chat will result in being blocked and banned. We want everyone to enjoy the chat space and feel welcome! So, let's make this chat a fun and respectful place for everyone.



Looking forward to seeing your awesome messages!

Noise Policy: Keep It Chill!

- **Quiet Hours: 23:00 - 08:00**
- **Where It Applies:** This includes everywhere—corridors, kitchens, the parking lot, and even the garden!
- **Got a Noise Issue?**
Call **+371 22 324 579** or email **support@duckrepublik.eu**
Heads Up: Verified noise disturbances will lead to a **penalty of 50-100 EUR.**

Let's keep the peace!

Guests: Bring Your Friends (With Care)!

■ Visitors:

You can invite friends over, but be a good host and keep things tidy and quiet.

■ Shared Spaces:

If you have a roommate, make sure they're cool with your guests.

■ Overnight Guests:

Report It: Fill out a form at the hotel bar and **pay the fees:**

- First Night: 5 EUR
- Second Night: 10 EUR
- Every Extra Night: 20 EUR

■ Unregistered Guests: Not reporting them? That's a **50 EUR fine!**



Emergency Exits: Keep Paths Clear!

No personal stuff should be left in hallways or outside rooms. Duck Republik isn't responsible for items left in common areas.

Safety first!



Smoking Policy: No Smoking Indoors!

- **No Smoking Inside:** If we catch smoke or smell it in your room, there's a **100 EUR fine**.
- **Fire Equipment:** Don't mess with it! Tampering leads to instant eviction.
- **Smoking Distance:** At least 6 meters away from the building.
- **Balcony Smoking:** Not allowed.
- **Vaping:** Same rules as smoking.



**No Tolerance:
No exceptions on
smoking or vaping penalties!**

Illegal Stuff & Weapons: Strictly Not Allowed!

Got illegal substances or weapons?
You're out, and the authorities will be notified.

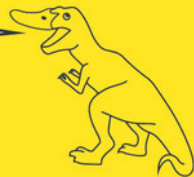
Zero tolerance!

Respect for Everyone: Be Kind and Inclusive!

Zero Tolerance: No harassment or bullying.

We want everyone to feel safe and happy here.

Diverse Cultures: We love diversity, as long as it follows the house rules and adds good vibes.



Report Problems: Let us know right away if something's not right!

Lost Key?

Replacement Fee: 40 EUR.
Report it ASAP!



Gym & Yoga Room: Stay Active and Healthy!

Respect the Space:

- No food or open drinks are allowed in the workout area (water is okay).
- Clean equipment after use, including mats, weights, and machines.
- Use proper gym attire, including appropriate footwear.



Laundry: Get It Done Efficiently!



[duckrepublik.eu/
book-your-time-for](https://duckrepublik.eu/book-your-time-for)



- **Make the payment** and receive the tokens at the reception desk.
- **Set a Timer:** Don't forget to set a timer for your laundry cycle so you can return on time. Others might remove unattended items.
- **Be On Time:** Start your laundry when scheduled to avoid delays.

Late starts might cancel your booking!

Cinema Room Booking

Ready for a movie night or a private screening?
Our Cinema Room is your go-to spot for all things film and fun!

[duckrepublik.eu/
book-your-time-for](https://duckrepublik.eu/book-your-time-for)



Booking Details:

- 1 Availability:** The Cinema Room is available for booking from **08:00 AM to 12:00 AM**. That's 16 hours of movie magic just waiting for you!
- 2 How to Book:** It's super easy—just scan our QR code to book your time slot. The code is right here for your convenience!
- 3 Get Your Spot:** Make sure to book in advance to secure your preferred time. The room fills up quickly with all the excitement, so don't miss out!

Enjoy your cinematic adventures!

Kitchen: Keep It Clean!

- **Clean Up:**

Wash dishes, wipe surfaces, and disinfect after use.

- **Inspections:**

We check kitchens every 2 hours.

If it's messy, penalties will follow.

- **Disrespecting the kitchen rules**
will lead to a penalty of 50-100 EUR.

Let's keep it sparkling!

Bar & Study Area: Enjoy and Respect!

- **Clean Up:**

Be mindful of others, especially if they're studying.

- **Report Damage:**

Notify us immediately if something's broken.



Room Regulations: Keep Your Space Tidy!

■ **Supplies:**

Borrow cleaning gear like vacuums and mops at the reception desk.

■ **Inspections:**

Rooms are checked bi-weekly by housekeeping.

■ **Furniture:**

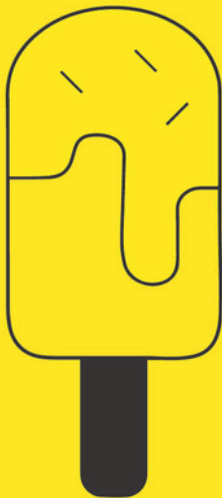
No moving it around, please.

■ **End of Stay:**

Clear out your stuff when you move out.

■ **Room Change Fee:**

50 EUR if you need a new room.



Maintenance: We're Here for Repairs!

- **Report Issues:**
Email **support@duckrepublik.eu**
with a photo and description of the problem.
- **Housekeeping Requests:**
Send an email to request housekeeping services.



Mail, Packages & Food Deliveries

- **Address:**
Lauvas 1, Riga (include your full name and room number).
- **Mail Pickup:**
Collect at the office window; parcels are at the bar.
- **Food Delivery:**
Pick up at the main door.

Stay Organized!

Vandalism & Theft: Not Cool!

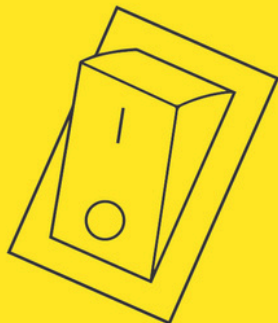
Consequences:

Immediate eviction for vandalism or theft.

CCTV: For Your Safety

We have cameras in common areas to keep everyone safe.

Footage might be shared with authorities if needed.



Internet Use: Stay Connected

Prohibited:

Private networks or routers are a no-go.

Unauthorized use could lead to fines or contract termination.



Free Wi-Fi: Enjoy!

Quack-tastic Agreement Time!

Congratulations on joining Duck Republik!

By signing below, you're officially part of our quacking awesome community.

Let's make this place a fantastic home together by following our fun (but important) rules.



W
E
L
C
O
M
E

A
B
O
A
R
D

Room Number: _____

Tenant Name: _____

Administration Name: _____

Tenant Signature: _____

Administration Signature: _____



Let's make some great memories
at Duck Republik!