

# LOST & FOUND POLICY

- Items found in the hotel's rooms and premises will be recorded and safeguarded for **6 months**, after that any unclaimed items will be handed over to the Police Station.
- Used items such as food and personal care will be disposed immediately by the Hotel Management as they might be contaminated and could be dangerous to others.
- In case the guest claimed his found items after the set period (6months), he has to go personally to the police station where his items were delivered.
- In the police station the handed over items will be kept for further **3 months** after which they will be auctioned and the income will be given to charity.
- Hotel Management has no liability or responsibility towards the loss or damages of any found items.