



# de Pinna's Executive Guest House

No. 3 Gregory Avenue  
Melrose North  
Johannesburg  
2196  
South Africa

Tel & Fax +27 (0) 11 447 3081  
Fax +27 (0) 11 447 0586  
Cell +27 (0) 82 990 2429

E-Mail: [guesthouse@depinnas.co.za](mailto:guesthouse@depinnas.co.za)  
Website: [www.depinnas.co.za](http://www.depinnas.co.za)

## Information Pack

Facility	East Wing	West Wing	Main House: Red Suite Room
<b><u>Rates</u></b>			
<b>Rates per room (not p/p)</b>	<b>R950 per night</b>	<b>R950 per night</b>	<b>R950 per night</b>
<b><u>Rooms</u></b>			
Wireless ADSL Internet connection	✓	✓	✓
Air-Con	✓	✓	FAN
Bathrooms	Bath & Shower	Shower	Bath
Bed Size	Queen	Queen	Queen
Bedrooms	1	1	1
Bedrooms - Hairdryers	✓	✓	✓
Breakfasts (to be charged as per Menu)	on request	on request	on request - No charge
Kitchen	✓	✓	X
Kitchen - Dishwasher	✓	✓	n/a
Kitchen - Fridge	✓	✓	n/a
Kitchen - Microwave	✓	✓	n/a
Kitchen - Tumble Dryer	✓	X	n/a
Kitchen - Washing machine	✓	✓	n/a
Safes	✓	✓	n/a
Telephone	X	X	X
Television sets. Lounge & Bedroom	✓	✓	✓
Under floor heating	✓	X	✓
<b><u>Security</u></b>			
CCTV Cameras	✓	✓	✓
Intercom system	✓	✓	X
Security - Armed Response	✓	✓	✓
Security - Electric Fence	✓	✓	✓
Security - Trellidoor	✓	✓	✓
Boomed secure road	✓	✓	✓
Full DSTV in both lounge and bedrooms	✓	✓	✓
Parking	covered	uncovered	uncovered
Patio (enclosed)	X	✓	X
Private Garden	✓	✓	X
Transport Services	on request	on request	on request
Fire Extinguishers	✓	✓	✓



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<b>Air conditioning/fans</b>	Remote controlled air conditioners are available in the East and West Wings. A ceiling fan is provided in The Red Suite.
<b>Beverage service</b>	A range of local wines and spirits (miniatures) is available for sale.
<b>Cancellation policy</b>	Should accommodation be cancelled less than 48 hours in advance, one night's accommodation will be payable.
<b>Check in/out times</b>	Check in is available from 14h00 on the day of arrival. Please vacate your room by 10h00 on the day of departure.
<b>Contact details</b>	de Pinna's Executive Guest House 3 Gregory Avenue Melrose North Tel: 011 447 3081 Fax: 011 447 0586 / 011 447 3081 Email: <a href="mailto:guesthouse@depinnas.co.za">guesthouse@depinnas.co.za</a> www: <a href="http://www.depinnas.co.za">www.depinnas.co.za</a>  In the case of an emergency, please contact Peter Halmos on 082 576 9081
<b>Credit cards</b>	Credit cards are accepted for payment.
<b>Deposit policy</b>	Within 24 hours of making a reservation, a deposit of 100% of the expected accommodation cost is required to secure the booking, unless prior arrangement with management exists. Proof of payment is to be faxed/e-mailed to de Pinna's Executive Guest House.
<b>Doctor/dentist/medical specialists</b>	Please contact Management if assistance is required.
<b>Drinking water</b>	Water from the taps/faucets is safe to drink.
<b>Emergency procedures</b>	In the unlikely event of a fire, please <ul style="list-style-type: none"> <li>• advise Management immediately – <b>082 576 9081</b></li> <li>• close windows and doors – do not lock</li> <li>• if possible, make use of the fire extinguishers provided</li> <li>• make your way to the parking area at the main entrance observing the fire exit signage</li> </ul>
<b>Emergency toiletry supplies</b>	A limited stock of emergency toiletry supplies is maintained. Please contact Management.
<b>Event catering</b>	Event catering for meetings to be held at de Pinna's Executive Guest House can be provided on request. Please contact Management for details.
<b>Fax</b>	Our fax number is 011 447 0586 / 011 447 3081. Please contact Management for assistance in sending and receiving faxes.
<b>Guest laundry</b>	Laundry equipment (with instructions) is provided in The East and West Wings. Should you require dry cleaning, hand washing or pressing,



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	please contact Management to arrange collection and delivery.
<b>Hairdryers</b>	Hairdryers are provided in each room.
<b>Heating</b>	Under-floor heating is available in The East Wing and Red Suite. The West Wing is equipped with air conditioning. A mobile heater is available on request.
<b>Housekeeping</b>	Rooms are serviced daily between 11h00 and 12h00. Please make use of the "Do Not Disturb" sign if relevant.
<b>Internet connectivity</b>	Wireless internet is available throughout the property.
<b>Location</b>	<p>de Pinna's Executive Guest House is located in Melrose North which is in close proximity to:</p> <ul style="list-style-type: none"> <li>• Wanderers Cricket Grounds (0.5km)</li> <li>• Melrose Arch Lifestyle and Entertainment Centre (0.5km)</li> <li>• Killarney Shopping Centre (3km)</li> <li>• Rosebank (4km)</li> <li>• Sandton City (5km)</li> <li>• Midrand (10km)</li> </ul> <p>Oliver Tambo International Airport is 35 km away. Traveling times vary dependant on traffic patterns.</p>
<b>Meal delivery</b>	Please contact Management for recommendations on meal delivery services.
<b>Meals – breakfast</b>	<p>Breakfast is <b>on request</b> for the East and West Suites as these are self catering units. Breakfast is included in the Red Suite tariff.</p> <ul style="list-style-type: none"> <li>• Continental: R50.00</li> <li>• Full English: R75.00</li> </ul>
<b>Messages</b>	Please advise management if you require messages to be taken.
<b>Parking</b>	Allocated parking (per room) is demarcated. Additional vehicles and visitors are requested to park in the driveway.
<b>Pets</b>	Due to resident dogs, regrettably guests are not permitted to bring their own pets.
<b>Power supply</b>	In the event of an interruption in the power supply, please make use of the emergency lighting provided.
<b>Reservations</b>	Please contact Management should you require a future reservation.



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<b>Restaurants and entertainment</b>	There are many restaurants in close proximity. Please ask Management for advice.					
<b>Safety and security</b>	<p>We are committed to your safety and security and provide:</p> <ul style="list-style-type: none"> <li>• CCTV cameras and an intercom system at the main entrance</li> <li>• Trellidoors on outside doors</li> <li>• armed response contact</li> <li>• an electric fence</li> </ul> <p>The property falls within a boomed area which is serviced by an armed Security Guard.</p>					
<b>Safes</b>	Safes are provided in all rooms. Please ensure that all valuable items are locked away when not in use.					
<b>Self catering facilities</b>	The East and West wings are fully equipped with self catering facilities for 4 people.					
<b>Smoking policy</b>	Smoking is not permitted inside the guest house. Please make use of the patios.					
<b>Telephones</b>	Our contact number is 011 447 3081. In an emergency, please contact Management on 082 576 9081.					
<b>Television stations</b>	A full range of television channels is available. Please use the remote controls provided.					
	East Wing *		West Wing		Red Suite	
	Channel	Program	Channel	Program	Channel	Program
	1	TV1 SABC	1	TV1 SABC	1	TV1 SABC
	2	TV2 SABC	2	TV2 SABC	2	TV2 SABC
	3	TV3 SABC	3	TV3 SABC	3	TV3 SABC
	4	E TV	4	E TV	4	E TV
	5	CCTV Camera	5	CCTV Camera	5	CCTV Camera
	6	DSTV channels – full bouquet	6	DSTV channels – full bouquet	6	DSTV channels – full bouquet



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<b>Television stations (cont)</b>	
	* Use of remotes: To play the TV sound through the CD player, press AUX 1 (input) on the CD remote To play the DVD sound through the CD player, press AUX 2 (input) on the CD remote NB: The DVD player sound can only be accessed through AUX 2 on the CD remote. It does not play through the TV.
<b>Transport services</b>	Please contact Management if transport is required. Taxis, tours and airport shuttles can be arranged.
<b>Value Added Tax (VAT) RSA</b>	de Pinna's Executive Guest House is not registered for Value Added Tax (VAT)