

## HOTEL REGISTRATION FORM

Ms. / Mr.				
First Name		Family name		
Address				
Country		City		
Telephone		Cell phone		
E-mail				
Passport / ID number; date of issue; place of issue, expire date				
Date of arrival			Time of arrival	
Date of departure			Time of departure	
Room number				

### Cancellation and No Show policy:

Starting with \_\_\_\_ (date), any cancellation will be charged for the first night's stay.

Any decrease in length of stay within 3 days before arrival will be 100% charged. Any guest room reservation confirmed and guaranteed through the Reservation Form, but not claimed on the day of arrival (no show), will be cancelled and will only be re-entered into the reservation system subject to space availability. In this case all nights will be charged the calculated room rate plus taxes.

### Other information:

Check-in time: 3.00pm

Check-out time: Noon

Date

Signature