

## HOTEL REGISTRATION FORM

|   |  |  |             |                   |  |
|---|--|--|-------------|-------------------|--|
| Ms. / Mr.   |  |  |             |                   |  |
| First Name  |  |  | Family name |                   |  |
| Address   |  |  |             |                   |  |
| Country   |  |  | City        |                   |  |
| Telephone   |  |  | Cell phone  |                   |  |
| E-mail  |  |  |             |                   |  |
| Passport / ID number;<br>date of issue;<br>place of issue,<br>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

The text is adapted from [www.marriott.com](http://www.marriott.com).  
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