



GUEST REGISTRATION FORM

DATE: _____

UNIT NAME: _____

NO. OF BEDROOMS: _____

NO. OF NIGHTS: _____

NO. OF PAX: _____

NO. OF ADULTS: _____ NO. OF KIDS: _____

EXTRA BED: ☐ YES ☐ NO

EXTRA MATTRESS: ☐ YES ☐ NO

FIRST NAME FAMILY NAME BIRTH DATE EMAIL ADDRESS

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FIRST NAME FAMILY NAME BIRTH DATE EMAIL ADDRESS

FIRST NAME FAMILY NAME BIRTH DATE EMAIL ADDRESS

FIRST NAME FAMILY NAME BIRTH DATE EMAIL ADDRESS

ADDRESS _____

CITY _____ STATE/PROVINCE _____

ZIP/POSTAL CODE _____ COUNTRY _____

CONTACT NUMBER _____

MODE OF PAYMENT ☐ CASH

☐ CHECK ☐ SEPARATE BILL

☐ CARD ☐ ONE BILL

TERMS AND CONDITIONS:

- All guests should present one (1) valid Identification Card upon check-in. "No ID, No Check-In Policy"
- Full payment for room accommodation is required upon check-in.
- Standard check-in time is at 2:00pm and standard check-out time is at 12:00noon. Early check-in or late check-out can be arranged prior to arrival subject to room availability and with applicable charges.
- All cancellations and changes in bookings made 14 days prior arrival will incur 100% cancellation fee.
- All guests should follow the Resort House Rules during their entire stay.

RECEPTIONIST ON DUTY

GUEST SIGNATURE