

# Hotel Booking Confirmation Form

## Guest Information

- Full Name: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Address: \_\_\_\_\_

## Booking Details

- Hotel Name: \_\_\_\_\_
- Location: \_\_\_\_\_
- Check-in Date: \_\_\_\_\_
- Check-out Date: \_\_\_\_\_
- Room Type:
  - Standard
  - Deluxe
  - Suite
  - Other: \_\_\_\_\_

## Number of Guests

- Adults: \_\_\_\_\_
- Children: \_\_\_\_\_

## Special Requests

Please specify any special requests such as early check-in, late check-out, or accessibility needs.

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## Booking Payment Details

<b>Payment Type</b>	<b>Amount</b>	<b>Date of Payment</b>	<b>Payment Confirmation</b>
Deposit			
Full Payment			
Additional Fees			
Tax			

**Cancellation Policy**

- I acknowledge and agree to the hotel's cancellation policy, as provided at the time of booking.
- I understand any cancellation fees may apply based on the terms provided.

**Guest Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Hotel Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_