

Hotel Check-In and Check-Out Form

Hotel Name: _____

Hotel Address: _____

Date of Arrival: _____

Time of Arrival: : AM/PM

Date of Departure: _____

Time of Departure: : AM/PM

Booking Reference Number: _____

Guest Information

- Full Name: _____
- Passport/ID Number: _____
- Nationality: _____
- Home Address: _____
- Phone Number: _____
- Email: _____

Room Information

- Room Number: _____
- Number of Nights: _____
- Rate per Night: _____

Guest Preferences

- Preferred Payment Method: (Credit Card Debit Card Cash)
- Meal Preferences: (Vegetarian Non-Vegetarian Vegan Other)

- Do you require airport transportation? (Yes No)
- Special Requests: _____

Hotel Policies Acknowledgment

- I have read and agreed to the hotel policies, including cancellation and damage charges.
- I understand that late check-out may result in additional charges.

Guest Signature: _____

Date: _____