


HOTEL DEMO

DEMO, DEMO STATE, DEMO COUNTRY – 403516 | Mob. 90XXXXXXX

Demo Guest Check-In Registration Form

REGISTER NO: 25/153	DATE: 27-03-2026 19:36
NO. OF GUESTS: 0	NO. OF ROOMS:
ROOM NO:	
ADDRESS LINE 1:	DISTRICT:
STATE:	COUNTRY: PINCODE:
ARRIVAL: 01-01-1970	DEPARTURE: 01-01-1970
PURPOSE:	MODE:
NO. OF CARS: 0	
EMAIL:	MOBILE: ALT:
MANAGER SIGNATURE: 	GUEST SIGNATURE:

Read Carefully Before Check-in

Hotel Check-in & Check-out Policy:

1. Check-in time: 1 PM | Check-out time: 10 AM
2. Early check-in & late check-out will incur extra charges.
3. A Check-out reminder will be given at 9 AM; extra charges of Rs.100 per person per hour apply after 10 AM or before check-in time 1 PM for early check-in.
4. Valid Photo ID & Address required for all guests at check-in.

Room Rate Policy:

1. Room rates fluctuate; any rate difference must be paid.
2. For room extensions, check availability & rates at reception. Pay in advance for a hassle-free stay.

Payment & Cancellation Policy:

1. Full payment required before check-in (GST extra).
2. No refunds on cancellations. Accepted payment modes: UPI, GPAY, PhonePe, Cash (Cards not accepted).

Luggage Room & Parking Policy:

1. Carry your luggage to your room. Cloakroom facility available at Rs.50 per bag per hour (Luggage owner's risk).
2. Limited parking available; hotel not responsible for theft or damage to vehicles.

Room Cleaning/Housekeeping Policy:

1. Room cleaning available from 12 PM to 5 PM. Inform reception and leave room keys at the desk.
2. Valuables are at the guest's own risk. Hotel is not liable for loss or damage.

Food/Alcohol/Smoking/Water Bottle Policy:

1. No smoking inside rooms or hotel premises.
2. No outside food, liquor, or cooking allowed.
3. Self-service Free RO water available at reception.
4. No complimentary breakfast.

Hotel Amenities/Damage/Breakage Policy:

1. Air conditioner set to 25°C, no remote control.
2. Complimentary amenities: AC, TV, Wi-Fi, hot/cold water. Hotel not responsible for sudden breakdowns.
3. Inverter backup only for lights (not AC).
4. Room key loss: Rs.3000 charge.
5. Water glass breakage: Rs.100 charge.
6. Hygiene charge: Rs.1000 for spitting/vomiting or laundry damage.

Outside Visitors/Delivery Policy:

1. No outside visitors allowed in rooms or hotel premises.
2. Delivery services (Swiggy, Zomato, etc.) not allowed inside.
3. Drivers are not allowed in rooms or hotel premises.

I/We agree to accept the terms & conditions of the hotel. Hotel Management Reserves Rights of Admission.

GUEST NAME:	GUEST SIGNATURE: _____
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