**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12304&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Registration+Form-word-12304&lpa=Hotel+Registration+Form+word+12304)Hotel Registration Form Template**



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Property Name

**Date: MM/DD/YY**

**Guest Registration Number: 0000**

1. Guest Information

|  |  |
| --- | --- |
| Full Name |  |
| Address | City, State ZIP, Country |
| Phone |  |
| Email |  |
| ID / Passport Number |  |
| Nationality |  |

1. Reservation Details

|  |  |
| --- | --- |
| Booking Reference Number |  |
| Check-In Date |  |
| Check-Out Date |  |
| Room Type | Single, double, suite, etc. |
| Room Number (assigned at check-in) |  |
| Number of Guests | Total |
| Adults | 0 |
| Children | 0 |

1. Payment Details

|  |  |
| --- | --- |
| Payment Method |  |
| Card Type |  |
| Card Number (last four digits) |  |
| Cardholder Name | Single, double, suite, etc. |
| Billing Address (if different from home) |  |
| Authorization Signature | |
|  | |

1. Additional Information

|  |  |
| --- | --- |
| Special Requests | Extra bed, late check-out, dietary preferences, etc. |
| Amenities / Services Opted | Wi-Fi, breakfast, airport shuttle, etc. |
| Emergency Contact Information | Name and phone number |

1. Legal and Policies

I, the undersigned, acknowledge and agree to the hotel’s policies, including:

* Cancellation policy
* Smoking policy
* Check-out time
* Liability agreement

|  |  |
| --- | --- |
| Guest Signature |  |

1. For Hotel Use Only

|  |  |
| --- | --- |
| Date and Time of Check-In |  |
| Assigned Staff / Employee Name |  |
| Last Key Card Number |  |
| Notes / Remarks | VIP, special discounts, etc. |

|  |
| --- |
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