**[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=Simple+Hotel+Booking-word-12304&lpa=Simple+Hotel+Booking+word+12304)Simple Hotel Booking Template**

Hotel Booking

Your Logo Here

Hotel Name

Guest Information

|  |  |
| --- | --- |
| Full Name |  |
| Contact Number |  |
| Email Address |  |
| Home Address |  |

Reservation Details

|  |  |  |  |
| --- | --- | --- | --- |
| Check-In Date and Time |  | Check-Out Date and Time |  |
| Number of Adults | 0 adults | Number of Children | 0 children |
| Room Type | Single | Double | Suite |
| Number of Rooms | 0 rooms | | |

Payment Information

|  |  |
| --- | --- |
| Payment Method | Credit Card, Debit Card, Bank Transfer, Cash, Other |
| Cardholder Name |  |
| Card Number |  |
| Expiry Date |  |
| CVV |  |

Special Requests

|  |  |
| --- | --- |
| Accessibility Needs |  |
| Dietary Preferences |  |
| Additional Requests |  |

Additional Services

|  |  |
| --- | --- |
| Airport Shuttle Service |  |
| Early Check-In / Late Check-Out |  |
| Guided Tours Booking |  |
| Spa and Wellness Appointments |  |

Terms and Conditions

|  |  |
| --- | --- |
| Agreement Text | "I understand and agree to abide by the hotel policies, including the cancellation policy outlined below. I confirm that the information provided is accurate, and I accept responsibility for any associated charges." |
| Cancellation Policy | * Cancellations made more than 48 hours prior to the check-in date will not incur a fee. * Cancellations made within 48 hours of the check-in date will incur a charge equivalent to one night's stay. * No-shows will be charged for the full reservation amount. |

Guest Signature

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Check-In and Check-Out Times

|  |  |
| --- | --- |
| Check-In |  |
| Check-Out |  |

|  |
| --- |
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