

Group Guest Registration

Group Name: _____
Arrival Date: _____
Departure Date: _____
Total Rooms Booked: _____
Reservation Number: _____

Group Contact Information

Group Leader Name: _____
Mobile No.: _____
Email Address: _____
Company/Organization: _____

Rooming List

No.	Guest Name	Room Type	Room No.	Check-in	Check-out	Remarks

Special Requests & Notes

Prepared By: _____

Date: _____

Received By (Hotel): _____

Date: _____