

# 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: \_\_\_\_\_