# Reservation Confirmation

Dear Mr. First Name + Last Name

Greeting from Setupmyhotel.com **(your hotel name** )!

Thank you for booking with **(your hotel name)**. Confirmation of your reservation details provided below.

**Reservation Status** :

**Reservation No.** :

**Guest name** :

**Check-in Date** :

**Check-out Date** :

**No of Rooms** :

**Room Type booked** :

**Meal Plan**  :

**Request (subject to availability)**:

**Rate** :

**Deposit Policy** : 50 % Deposit required

**Total Payment** :

**Cancellation Policy :**

**Check-In Time: 1200hrs-2300hrs Check Out Time: 1400hrs**

Early check-In or Late-Check out is subjected to bed/room availability on the relevant day, To be reconfirmed with the front office staff.

A levy is chargeable for early check-in from 0700 to 1200 hours and late check-out from 1200 to 1800 hours.

Room not occupied by 2200 hours will be seen as No Show, unless prior arrangement has been made.

**Deposit Policy:**

Guarantee by credit card.

Reservation is allowed to modify/cancel online on your own before 48 hours prior to the arrival date and no cancellation fees. Should you wish to make full payment in advance, please contact our Central Reservation to discuss your details.

**Cancellation/No Show Policy:**

Once a reservation is confirmed, please notify us by fax or email of any cancellation or modification of the booking at least 3 days (48 hours) before arrival for FIT bookings and 2 weeks before arrival for Group bookings in order to avoid a charge of 1 night’s stay to be imposed.

**All guests must produce a valid passport upon Check-in.** For any early Check-out, there will be one night early check-out penalty to be imposed. In an event of a guest No Show, a fee of one night’s rate will be charged.

For Peak Season, all reservations payments are non-refundable.

A full room rate will be chargeable for check in 0700 hours or check out after 1800 hours.