Welcome to [Mention Hotel Name]

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| **Confirmation Number:**  |  |
| **Arrival Date:**  | **Departure Date:**  |
| **Arrival Time:** | **Departure Time:** |
| **Number of Rooms:**  | **Rate:**  |
| **Number of Adults:**  | **Number of Children:**  |
| **Guest Name:**  |  |
| **Company / Travel Agent:**  |  |
| **Email Address:**  |  |
| **Mobile Number:**  |  |

**Terms and conditions:**

1. Check-in time is from 14:00 and checkout time is until 12:00
2. The guest acknowledge joint and several liability for all services rendered until full settlement of bills
3. Guests will be held responsible for any loss or damage to Halcyon House caused by themselves, their friends or any person for whom they are responsible.
4. Hotel Management is not responsible for your personal belongings and valuables like money, jewellery or any other valuables left by guests in the rooms.
5. Complimentary safe deposit boxes, subject to the terms and conditions for use are available in rooms
6. Regardless of charge instructions, I acknowledge that I am personally liable for the payment of all charges incurred by me during my stay at [Mention Hotel Name]

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| **Guest Signature:** |  |
| **Date:**  | **Check-in By Staff:**  |