

# Hotel Reservation Form

Use this **hotel reservation form** sample to easily book your stay while clearly understanding the cancellation policy. It ensures a seamless booking experience with transparent terms for cancellations and refunds. Perfect for both guests and hotel management to maintain smooth operations.

## Guest Information

### Full Name

### Email Address

### Phone Number

## Reservation Details

### Check-In Date

### Check-Out Date

### Room Type

Single

### Number of Guests

1

### Special Requests

e.g., late check-in, extra pillows

## Payment Information

### Credit Card Number

### Expiration Date

### CVV

**Cancellation Policy:**

- Free cancellation up to 48 hours before the check-in date.
- Cancellations made within 48 hours of check-in will incur a charge equivalent to one night's stay.
- No-shows will be charged the total price of the reservation.
- Refunds, if applicable, will be processed within 7 business days.



I have read and agree to the cancellation policy.

[Book Now](#)