

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

Number of Guests

Special Requests

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](#)