**RESERVATION FORM**

**Dear Mr./Ms./Mrs.**

**Thank you for your interest in booking a stay/tour at EliJosh Resort & Events Place.**

|  |  |  |
| --- | --- | --- |
| **GUEST NAME:** | **Doe, John Doe** | |
| **ADDRESS:** | **123 Main Street BACOOR CITY, CAVITE** | |
| **CONTACT NUMBER:** | **09898989891** | |
| **EMAIL ADDRESS:** | **johndoe@example.com** | |
| **NO. OF PERSONS (INFANT/S & 3 FT. BELOW ARE FREE OF CHARGE)** | | |
| **CHECK IN DATE & TIME:** | **2023-12-11** |  |
| **CHECK OUT DATE & TIME:** | **2023-12-11** |  |
| **ROOM:** |  |  |
| **EXCESS PAX:** |  |  |
| **COTTAGE:** |  |  |
| **ADULTS:** | **2** |  |
| **KIDS:** | **0** |  |
| **SENIOR/PWD: (20% LESS DISC.)** | **0** |  |
| **TOTAL DUE:** | **400** |  |
| **DOWNPAYMENT:** | **200** |  |
| **LESS DISCOUNT (if any):** |  |  |
| **TOTAL PAYABLE:** | **400** |  |
|  |  |  |

**RESERVATION POLICY:**

**We required at least 50% Down payment to hold your preferred slot/date.**

**Reservation shall be as is from the time of registration, regardless of decreased headcounts or unavailability of another guest.**

**In event of increase in the head counts, additional fee shall be applied in accordance with the set quotation/policy by the management.**

**Package is non-down gradable once reservation is paid and confirmed.**

**CANCELLATION POLICY:**

**No cancellation or changes if possible. In case of cancellation of reservation 50% of the total amount will be charged as cancellation fee. Non-appearance on schedule or no show on schedule will be forfeited.**

**TO OUR VALUED GUEST**

**Please be inform that the pool for day tour is close at 5:00 PM and will resume at 7:00 PM in the evening, for overnight the pool is close at 6:00 AM and resume at 8:00 AM.**

**This is to give sufficient time to sanitize the rooms & resort for you and the next guest.**

**HOTEL & RESORT RULES AND REGULATIONS:**

**PLEASE READ THIS BEFORE MAKING RESERVATIONS AND/OR ENTERING THE RESORT. WE WANT EVERYONE TO BE AWARE OF THE RULES OF THE RESORT BEFORE THEY COME TO STAY. IT IS MORE PLEASANT TO STAY WHEN EVERYONE KNOWS WHAT IS EXPECTED OF THEM AND WHAT WILL NOT BE TOLERATED.**

* **The pool will be open from:**
* **DAY TOUR SWIMMING – 8:00 AM to 5:00 PM**
* **OVERNIGHT SWIMMING – 7:00 PM to 7:00 AM**
* **22 HOURS - 2:00 PM to 12:00 PM**
* **Check-in and Checkout time must be followed. An early check-in may be subject to additional charges. Late checkout is subject to a fee of ₱1,000.00 per hour.**
* **Guest shall register their names and settled their payments at *ELIJOSH RESORT & EVENTS PLACE* front desk before using the facility.**
* **Exceeding guest at room for DAY TOUR will be charged ₱250.00/head, OVERNIGHT will charge ₱300.00/head, and ₱400.00/head for 22 HOURS, Infants & 3ft. below are free.**
* **All guests should wear the provided wrist tag throughout the duration of their stay.**
* **Please present valid government ID’s to be allowed entry.**
* **Please occupy the assigned cottage you have paid for; capacity is strictly followed.**
* **Bringing of food are allowed (Bring your own utensils as well.) We don’t have restaurant yet.**
* **Griller is available.**
* **Bringing of Alcohol Drinks is not advised, otherwise a corkage fee will be charged for any liquor not bought in the premises. (₱100.00 per bottle)**
* **Excessive Alcohol intake is strictly prohibited.**
* **Loud sound system is not allowed.**
* **Use of videoke is from 8:00 AM TO 5:00 PM for DAY TOUR, then 7:00 PM to 1:00 AM only for OVERNIGHT.**
* **Pets are not allowed within the premises of *ELIJOSH RESORT & EVENTS PLACE.***
* **Only swimming attire are allowed in the swimming pool. Guest with modesty concerns may wear colorfast and lightweight material. Children wearing diapers are not permitted in the pool unless it is waterproof diapers. Jeans (Maong) and cotton are strictly prohibited.**
* **Additional fees may charge for any missing, damaged at every piece of the room, charges of items are listed at your room checklist.**
* **Person’s suffering from infectious, communicable, or contagious diseases are not allowed to use the pools.**
* **Every person must shower before entering the pool and wash his/her feet each time he/she re-enters the pools.**
* **Please use designated smoking area.**
* **Flippers and kickboards are not allowed to use in the pool.**
* **No footwear is allowed on the pool’s deck.**
* ***ELIJOSH RESORT & EVENTS PLACE* assumes no responsibility for any untoward accidents at the pool.**
* **All MINORS must be accompanied by their parents/guardian’s during the stay at *ELIJOSH RESORT & EVENTS PLACE* premises. Parents/Guardian has delegated the responsibility of their child/ren’s safety.**
* ***ELIJOSH RESORT & EVENTS PLACE,* its owners, and personnel are not responsible for any accidents, injuries, fatalities, or damaged or lost to all the MINORS during the stay at the resort premises.**
* **No person should enter the deep end of the pool unless he/she knows how to swim.**
* **Running is not permitted at the pool’s deck.**
* **Horseplay, dunking and pushing are prohibited.**
* **Swimmers must leave the pools when it is raining and there is thunder or lightning or when requested by the Pool Assistant or any person authorized by the management.**
* **No helper and governess shall be permitted to enter the pool unless introduced as paying guests.**
* **Members are responsible for the conduct of their dependents, guest, and visitors.**
* **Firearm/Deadly weapons are not allowed inside the resort. Licensed firearms should be deposited to security personnel.**
* **The *ELIJOSH RESORT & EVENTS PLACE* has the right to inspect every person, bags, parcel or other items upon admission.**
* **We work hard by keeping the area clean. Kindly do your parts by throwing all trash in designated trash bins, including cigarette, butts, candy wrappers, etc.**
* **In doing our part to help Mother Earth, turn off water faucets and shower bulbs when not in use.**
* **Please take care of your valuables. The management is not responsible for any loss, stolen or damages of your personal belongings.**
* **The resort has the right to deny admission or evict guest or group of guests found under the influence of alcohol and drugs, generally distributing the peace and order at the resort, and/or engaging fights.**

**\*\*The Management has the right to impose its rules and regulations within the premises\*\***

**\*\*\* NOTHING FOLLOW \*\*\***

By signing below, you are agreeing to the charges of terms and conditions.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OVER PRINTED NAME *PREPARED BY:***