|  |  |  |
| --- | --- | --- |
| Reservation ID | Booking Date & Time | Duration of Stay |
| A unique identifier for each booking, facilitating easy tracking and reference. | The date and time when the booking was made, providing insight into booking patterns. | The number of nights the guest plans to stay, aiding in room allocation and resource planning. |

**Booking Details**

**Guest Details**

|  |  |  |
| --- | --- | --- |
| Guest Name | Contact Information | Guest Preferences |
| Full name of the guest(s) staying at the hotel. | Phone number and email address for communication purposes. | Any specific requests or preferences provided by the guest, such as bed type or room location. |

**Meal Preferences**

|  |  |  |
| --- | --- | --- |
| Dietary Restrictions | Breakfast Preference | Lunch or Dinner Preference |
| Information about any dietary restrictions, veg/non-veg or any allergies the guest may have. | Breakfast included or not. Continental or Full Breakfast | Included in package, ordered separately, not desired |

**Booking Source and History**

|  |  |  |
| --- | --- | --- |
| Booking Channel | Booking History | Referral Code |
| The platform or source through which the booking was made (e.g., online travel agencies, direct booking, travel agent) | A record of the guest's past bookings, providing insights into customer loyalty and preferences | If the Booking was made using a referral code from a particular platform |

**Room Details**

|  |  |  |
| --- | --- | --- |
| Room Type | Room Number | Amenities |
| The category of the room booked (e.g., standard, suite, deluxe) | The specific identifier for the room allocated to the guest | List of amenities associated with the booked room (e.g., Wi-Fi, TV, mini-bar) |

**Reservation Status**

|  |  |  |
| --- | --- | --- |
| Current Status | Payment Status | Check-in and Check-out Status |
| The real-time status of the reservation (e.g., confirmed, pending, canceled) | Whether the guest has made a full payment or if there are outstanding balances | Indicates whether the guest has checked in and out, helping manage room turnover |