



GUEST REGISTRATION FORM

No:

Sur Name:	a	Name:	GEORGE GHEVARGHESE
Company:		Designation:	
Date of Birth:	1970-01-01	Nationality:	Albania
Passport No:			
Address:	VP- 1/160 LEELAVATHI HOUSE, MAYAKUNNIL, VIZHIJANNAM (PO), TRIVANDARAM		
Phone / Mobile:	7592855770	E-mail:	georgeghevarghese@gmail.com
Arriving From:		Arriving Date:	2020-07-05
Proceeding To:		Departure Date:	2020-07-06
Mode of Payment: Cash <input type="checkbox"/> Card <input type="checkbox"/> Company <input type="checkbox"/>	Booked By:		

1. I have read and understood the rules and regulations of Niko Hotel printed at the back of the Registration Card and agree to abide by the same.
2. I am accepting the management's advice to keep all the valuables in the safe deposit locker provided by the hotel and any loss of money or valuable items from the room or hotel premises will be entirely on my risk and the hotel is not responsible for the same.
3. If fail to check out at the specified time, I authorize the management to remove my belongings to the "Left Luggage Room".
4. I also agree to pay all the bills on presentation either by Cash or Credit Card.
5. By providing your phone / email address you agree to receive sms and/or email communication from us.

Guest's Signature

FOM Signature

Room No.	No. of pax	Rate	Advance	Plan	Bill No	Voucher No	Duty Mgr	Locker No
	1			EP				

Rules and Regulations

The following are the terms and conditions of the agreement between the guest(s) and NIKO Hotels (hereafter called the management) regarding the services provided to the guest and which will be binding upon them.

1. RIGHTS OF THE MANAGEMENT

It is agreed that the guest will conduct him/herself in a respectable manner and not cause any disturbance within the hotel premises. The management reserves to itself absolute right of admission to any person in the hotel premises. The management has the right to change the room allocated to the guest any time. Without assigning any reason thereof and without any previous notice, or to shift the guest to any suitable position, the management claims absolute control of the whole of the hotel premises.

2. GUEST BELONGINGS

Guests are particularly requested to secure the bolts of the doors and windows of their rooms when going out or when going to bed and not to leave the key in the key hole. For the convenience of the guests, private lockers are available in rooms. The management will in no way whatsoever, be responsible for any loss and / or damage to the guests cash belongings or any causes whatsoever including theft or pilferage.

3. RELATION BETWEEN THE MANAGEMENT AND GUESTS

The hotel management shall always be deemed to be in possession and control of the whole of the hotel premises and every part thereof.

4. ADMISSION AND TARIFF

Guest should fill in and sign the guest registration card at the reception and obtain a "Key Card" with Tariff Card and key of the room.

5. GUEST'S VISITORS

The visitors or servants of guest are not allowed in the room at any time during the day or night. They may be entertained in the lounge.

6. FOOD & BEVERAGE

Ordinarily food or liquor of any kind is not allowed to be brought into the hotel. In case food or beverages are brought in and consumed in the hotel, the hotel is entitled to make an extra charge.

7. SETTLEMENTS IN BILL

Bills must be settled on presentation by cash or Credit Card. Cheque are not accepted.

8. MANAGEMENT'S LIEN IN GUEST LUGGAGE AND BELONGINGS.

In the case of default in payment of dues by a guest, the management shall have a lien on the luggage and belongings, and the entitled to detain the same or to sell or auction such property at any time without reference to the guests and appropriate the net sale proceeds towards the amount due by the guest without prejudice to the management's rights to adopt such further recovery proceedings as may be required.

9. CHECK IN/CHECK OUT TIME IS 12 NOON

The guest shall vacate the room allotted to him on expiry of the period of occupation granted to the guest. Should the guest fail to vacate the room on expiry of the period the management has the right to remove the guest and his/her belongings from the room occupied by the guest.

10. GAMBLING

Gambling or any sort - which is not allowed as per government rules-is prohibited in the hotel premises and the management will not be responsible for the consequence arising thereof.

11. HAZARDOUS GOODS

Bringing into and / or sorting of raw or exposed cinema films or any other articles of combustible or hazardous nature and / or prohibited goods and / or

goods of objectionable nature, is prohibited. The guest shall be solely liable and responsible to the management. Its other guests, invitees, visitors, agents and servants for all loss, financial or other, damage that may be caused by such articles or as a result of the guest's own negligence and non-observance of any and all instructions.

12. USE OF HOTEL FACILITIES

The guests shall use all the facilities and the services available at the hotel with care and caution and entirely, at the guest's risk. The guest agrees to abide by and follow all instructions placed by the management at various places in the hotel premises. The management shall not be responsible for any injury to the guest or damage to the guest's goods that may be caused as result of use of the facilities or services for any reason whatsoever.

13. ELECTRICITY AND WATER

Guests are specially requested to switch off the lights, fan, A/c units etc. Whenever not in use. This is not only to economies the use of electricity and water but also to ensure safety of equipment's and to avoid inconvenience to other residents. No heaters will be allowed inside the room.

14. DAMAGE OF PROPERTY

The guest will be held responsible for any loss or damage or prejudice to the hotel property caused by themselves, their friends and any person for whom they are responsible.

15. APPLICATION OF LAW, GOVERNMENT RULES AND REGULATIONS

The guest is requested to observe, abide by conform to and be bound to all applicable acts and laws and the government rules and regulations in force from time to time.

16. AMENDMENT OF RULES

The management reserves to itself the right to add to, or alter or amend any of the above terms, conditions and rules at any time without notice.



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