

## GUEST FOLIO



NAME  
COMPANY  
ADDRESS  
TIN#  
MOBILE #

	FOLIO #.	
	ROOM #.	
	ARRIVAL DATE:	DEPARTURE DATE:
	TIME:	TIME:
	PAX	TARRIF RATE

### MODE OF PAYMENT

DATE	DESCRIPTION	AMOUNT	DR	CR	BALANCE

### TERMS AND CONDITIONS:

1. Check-in time is from 2:00 PM and check-out time is 12:00 noon.
2. The guest acknowledge joint and several liability for all services rendered until full settlement of bills.
3. Guest will be held responsible for any lost or damage to THE GREENHIVE HOTEL caused by themselves.
4. Hotel management is not responsible for your belongings and valuables.
5. Early check-in time and late check-out will be charged Php 500.00/hour respectively.
6. Extra bed will be charged Php 800.00 with breakfast.
7. Children below 4 feet in height will be free of charged.
9. Sharing/shared bed will be charged Php 500.00 with breakfast.
10. A security deposit of Php1,000.00-3,000.00 depending on the room type will be collected upon check-in.  
Refundable upon check out.
11. Awareness of the HOUSE RULES
- 12 Using of Business Lounge has corresponding charges.  
stay at THE GREENHIVE HOTEL.
13. Strictly NO SMOKING inside the room.
14. NO PETS are allowed within hotel premises.
- 15 I acknowledged that I am personally liable for the payment of all charges incurred by me during my

Hotel Attendant/Front Desk Staff

Guest

DATE: