

**PLEASE COMPLETE AND EMAIL BACK TO RECEPTION@VILLAGERIDGE.CO.ZA**

REGISTRATION CARD

Guest name : (Capitals)	
Designation :	
Organization :	
Address :	
Airport Transfer Required : YES NO	Flight Number:
Arrived From :	Flight Arrival Time :
Arrived Date : //	Time : :
Departure Date : //	Time : :
Purpose of Visit :	<input type="radio"/> Tourist / Holiday <input type="radio"/> Conference <input type="radio"/> Group <input type="radio"/> Business
Mode of Payment :	<input type="radio"/> Cash <input type="radio"/> Company <input type="radio"/> Credit Card
Credit Card No. :	Expiry Date :
Terms and Condition :- Cancellation Policy 1. 30 - 15 Days Prior to Arrival - 50% 2. 14 Days Prior to Arrival 80% 3. Now Show 100% Child Policy 1. Under 2 years of age - Complimentary 2. 2 - 12 years of age - child's rate applicable when sharing with one full paying adult 3. 13 Years and older - Considered as adults	

Reservation

FOR FOREIGNERS ONLY			
NATIONALITY :			
PASSPORT No. / REG. CERT. No. :			
DATE OF ISSUE / EXPIRY DATE :			
DATE OF ARRIVAL :		VISA No. :	
DATE OF ISSUE / EXPIRY DATE :			
Special Dietary requirements:		<input type="radio"/> YES	<input type="radio"/> NO
Please list special diet requirements:			
FOR HOTEL USE :			
ROOM No :		ROOM TYPE :	
ROOM RATE :			
ADULTS :	CHILDREN :	0	EXTRA BED : 0
NEWSPAPER :		<input type="radio"/> YES	<input type="radio"/> NO
BOOKED BY			
BILLING INSTRUCTIONS / ADDRESS :			
Guest Signature:_____			