

GUEST RESERVATION

*Remember- Every conversation with a guest provides an opportunity to learn how
we can create a memorable experience!*

DATE / / M <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su <input type="checkbox"/>	TIME am <input type="checkbox"/> pm <input type="checkbox"/>	# IN PARTY	GUEST TYPE <input type="checkbox"/> New <input type="checkbox"/> VIP <input type="checkbox"/> Returning
LAST NAME FIRST NAME Company/Org <i>(If applicable)</i>	CELL EMAIL OTHER WK <input type="checkbox"/> HM <input type="checkbox"/> SO <input type="checkbox"/>		
ALTERNATE CONTACT <i>(If applicable)</i> LAST NAME FIRST NAME Relationship	ALT CONTACT # CELL OTHER WK <input type="checkbox"/> HM <input type="checkbox"/>	EMAIL	
TYPE OF RESERVATION Personal/Casual <input type="checkbox"/> Work/Business <input type="checkbox"/> Party/Special Occasion <input type="checkbox"/> <hr/> Other _____ <input type="checkbox"/>	SPECIAL REQUESTS/INSTRUCTIONS (Continued on back of form <input type="checkbox"/>)		
TABLE PREFERENCE	<i>Internal use only</i> Date taken: _____ By: _____ Mgmt. approval needed? Y <input type="checkbox"/> N <input type="checkbox"/> Mgr. Initials: _____		
CONFIRMED Date: / / By: _____	Guest record on file? Y <input type="checkbox"/> N <input type="checkbox"/> Guest record created? Y <input type="checkbox"/> N <input type="checkbox"/>		