

Cheradel Suites

Bro. Raymond Jeffrey Road,
Iligan City

Reservation Policies

To avoid experienced opportunity losses due to last-minute and on-the-spot cancellations of reservations, the following policies have been drawn by management :

- Reservations shall be supported with a 50% deposit which shall be deducted from full payment given **upon check-in**. Please find below our basis for cancellation refund. This is especially when other bookings have been refused due to an existing reservation which turns out to be cancelled.
- For institutional, companies or agency reservations, only authorized personnel of the institution, company or agency making the reservation shall be honored.
- For new patrons, personal reservation by the one authorized to be responsible for the account is required. We honor called-in reservations only from regular patrons. However, our policy regarding cancellations stands for all reservations.
- Please note that a security deposit is required per room upon check in. The deposit is refundable if no damages or additional expenses are incurred upon check out.
- On Cancellations :

<u>If made:</u>	<u>Charges</u>
5 days before reserved date	50% of a day's rate of every room reserved
2 days before reserved date	70% of a day's rate of every room reserved
1 day before or on the day of reserved date	100% of a day's rate of every room reserved

- Check-outs short of the reserved number of days shall be charged accordingly as follows :

5 days short: +50% of a day's rate per room
2 days short: +70% of a day's rate per room
1 day short: + 100% of a day's rate per room

Justification for the last two bulleted policies is stated in foregoing paragraphs.

Name of Guest(s) : Jaylord Dela Rosa
Check-in Date : Aug 11, 2019
Check-out Date : Aug 13, 2019
Room #/Rate : 1,590

Thank you.

The Management.

CONFIRME :



Signatory for the Company, Agency
or Institution

Contact No. : _____

CS Staff : _____
Date : _____
Fax # : _____
Other Means Used : _____