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## Guest House Reservation and Payment Form

Guest Name \_\_\_\_\_

Guest Email \_\_\_\_\_

Date of Arrival \_\_\_\_\_

Date of Departure \_\_\_\_\_

Number of nights stay X RM80 = \_\_\_\_\_

After receiving your request for a reservation in the Dalat Guest House, I will email you back to either confirm your reservation or let you know the Guest House is full. At the time of confirmation, I will inform you of your Guest House room number and charge your school account for the full amount of your stay. If you cancel your reservation, you will be reimbursed 80% of the total. There is a 20% cancellation fee.

You may check-in any time after 3pm. Check-out is by 11am.

When you arrive to check-in, please pick up your room key at the Security guard house. When you leave, please lock your door and return the key to the Security guard.

If you eat any meals on campus, you can pay for those meals directly at the finance office.

Your signature below indicates you agree to the above terms and conditions.

Guest Signature \_\_\_\_\_