Company Name: _____

Event date: _____

Event Organiser: _____

Event Host: _____

Guest name	Arrival Date	Departure date	Additional information: VIP status Special room request eg Accessible or family room	email address	Telephone Number	Private address					Dietary requirments	Please inform guests of our news and special offers by email
						First line		City	Country	Post code		
Example	01/09/2020	03/09/2020	Ground floor	example.email@btinternet.com	07730 123456	House Name, 1 The Lane	Other Place	Another town	West Sussex	AB12 3CD	Allergic to shell fish	Yes