

APPENDIXES

APPENDIX A

FILES

REGISTRATION CARD

**TARJETA DE RESERVAS
RESERVATION CARD** No 10333

DATE OF ARRIVAL: _____ DATE OF DEPARTURE: _____ ROOM: _____
 NAME: _____ SURNAME: _____
 ADDRESS: _____ CITY: _____ COUNTRY: _____
 PHONE: _____

ROOM NO. _____ ROOM TYPE _____
 ROOM RATE _____ TAXES _____ TOTAL _____
 DEPOSIT _____ CANCELLED _____ OBSERVATIONS _____

FAVOR RECONOCER LA TARJETA DE CONSUMO EN CADA UNO DE LOS PUESTOS DE SERVICIO.

SIGNATURE: _____

NAME: _____
 SIGNATURE: _____

TARIFA: _____ HABITACION: _____ CATEGORIA: _____
 FECHA: _____ ROOM NO: _____ DEPARTURE DATE: _____

FAVOR RECONOCER LA TARJETA DE CONSUMO PERSONALIZADO ONLY FOR CONSUMPTIONS

RESERVATION CARD

Hotel Prado Río
 Avenida 01 Insular de Mérida Hotel Prado Río, Sector Arroyo de Mérida
 Mérida Yucatán México Zona Turística 510
 Tel. 0274 252 06 331 252 07 06

No 30191

Control de Reservas

Apellidos: _____ Fecha: _____
 Nombre: _____ Telefono: _____
 Direccion: _____
 Agencia de Viajes: _____ Contacto: _____

Reservacion Recibida por: _____

HOTEL	LLEGADA	SALIDA	TIPO HABITACION

Radio Telefax Telefono Personal Carta Telegrama

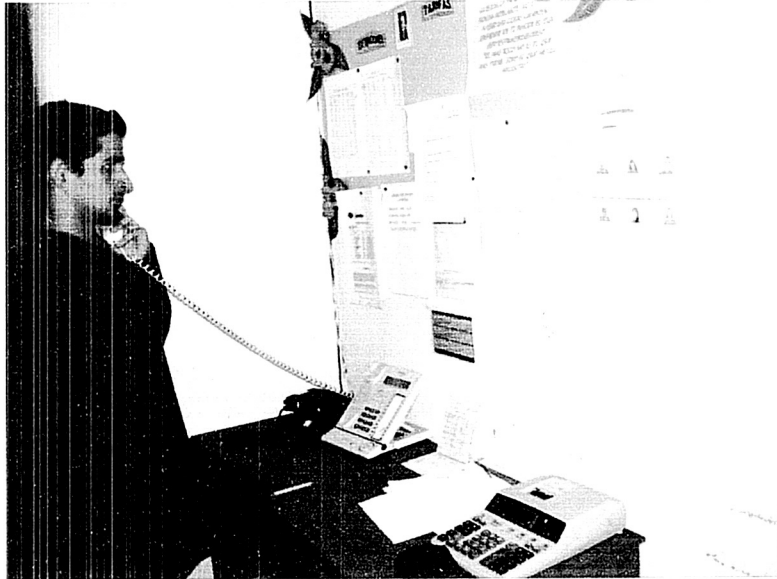
Depósito número _____ Recibido _____
 Cancelación _____ Fecha _____
 Observaciones: _____

APPENDIX B
LOCATIONS

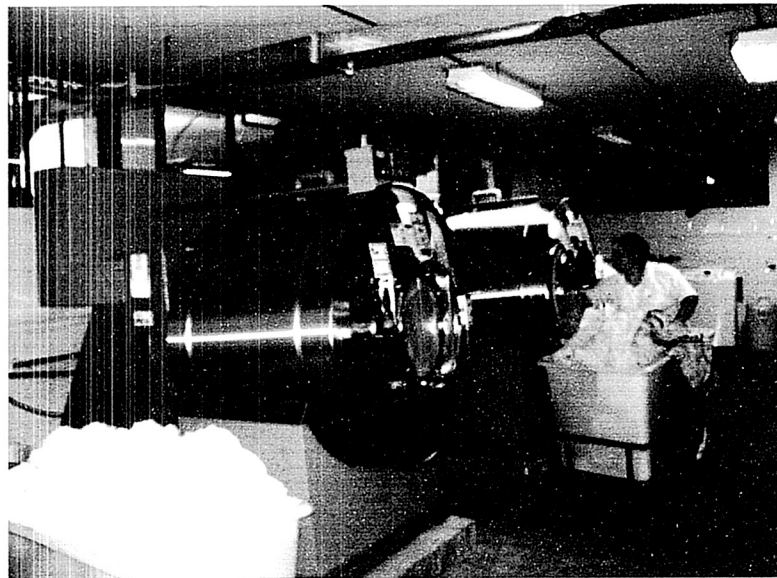
FRONT-DESK



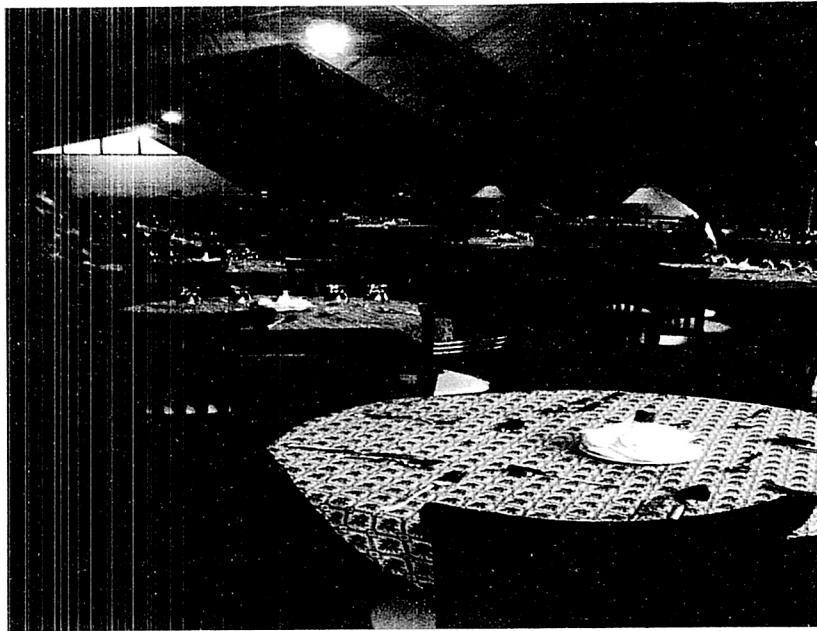
PBX



LAUNDRY



RESTAURANT



POOL



APPENDIX C
EXTRA-ACTIVITIES



TERMS AND CONDITIONS

- Check out time is at 1:00 p.m. and guests must notify their leaving at the reception 30 minutes before the check out is done for inspection. If guests decide to extend their staying, the front desk clerk must be notified before 10:00 a.m.
- Guests must return the key of the room, air conditioner and T.V remote controls at the Hotel front desk before they depart.
- If check out is not done before 1:00 p.m. 25% of the daily rate will be surcharge.
- Once the check in is done, refund is not available unless with a previous notification at the front desk.
- Hotel is not liable for any damage or theft from a personal vehicle parked at the hotel.
- Even if you do not want to have breakfast service, the charge for lodging and breakfast service will be included in the daily rate. (Lodging and breakfast service policy.)

"Venetur Hotel Prado Río. Su hotel de montaña en la ciudad"



Gobierno Bolivariano
de Venezuela

Ministerio del Poder Popular
para el Turismo



TERMS AND CONDITIONS

- Guests must be careful with room furniture. In case of missing of any object, it will be surcharged according to Lodging Department policy.
- House wares and lingerie must not be removed from rooms (e.g. jars, cups, etc).
- Guests may schedule time for housekeeping to housekeeping staff.
- The access to the facilities of the Hotel is only for guests.
- The use of camp stoves and iron is not allowed inside rooms.
- No smoking inside rooms.
- Pets are not allowed inside rooms.
- Queen bed capacity is only for 2 adults and 1 child 5 years under.

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