

Guest Pre-Arrival Questionnaire

Please Print

Name: _____

Company: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Occasion: _____

Emergency Contact (name & phone): _____

Arrival Date: _____ Arrival Time: _____ Flight #: _____

Airline: _____ From: _____

Departure Date: _____ Departure Time: _____ Flight #: _____

Airline: _____ From: _____

For Private Aircraft:

Arrival Date: _____ Arrival Time: _____ Tail #: _____

of Couples
 # of Guests under 18
 Total # of Guests

No. Single
 Adults

Male	Female

Will You Require?

Wheel Chair _____

Personal Assistance: _____

Transportation:

Car/Driver: _____

Concierge Airport Transfer: _____

We have prepared a list of services that can be arranged for you prior to your arrival. Please review and return the completed forms: Email to anhercas24@prodigy.net.mx

Casa La Laguna will then be in touch with you directly with questions and to confirm your arrival and other travel details. Please allow at least 2 weeks notice for all reservations and deliveries.

Many restaurants, golf courses and tour activities, require a credit card to book the reservations. This requirement is based on the cancellation policies that may be in effect.

Name (as it appears on the card):

Visa

American

Express Master Card

Card Number: _____

Expiration Date: _____ Security Code: _____

Restaurant Reservations:

If you have a favorite restaurant in mind or cuisine for which you would like suggestions, please list below.

Date	Restaurant	Time	# Of Guests

Additional Services Available:

Please check the ones you would like additional information

Grocery Purchases

- I would like to have groceries purchased prior to my arrival.
(Shopping list is available; Shopping fee of 20%/\$50 minimum per trip applies)

Private Chef

Spa Services

- On site or at facility

Golf Reservations

- List of Area Golf Courses available

Sport Fishing/Cruising

- List of fishing and cruising boat types and prices available

Other Activities

- A professional Tour guide will be meeting with you.