



## GUEST ROOM INFO SHEET

Holman Ranch kindly requests that all room assignments information be emailed to us no later than **30 days prior** to the event.

As a courtesy to our clients, you may choose to have Holman Ranch invoice guests to pay for their guest rooms. If guests will be responsible for paying for their rooms, we request the room assignment and financial responsibility information be emailed to us no later than **45 days prior** to the event to ensure adequate time for guests to pay.

The Client Named Below is solely responsible for the return of all Guest Room keys. Keys should be left on the hooks in the guest room upon checkout or returned to the Holman Ranch Tasting Patio (located at 18 West Carmel Valley Road). If all keys are not left in guest rooms or returned to the Tasting Patio upon checkout, a fee of \$300 per missing key will be assessed.

Dogs are allowed on the property with written approval from Holman Ranch. There is a \$150 non-refundable cleaning fee per room with a dog. All dogs must be leashed and supervised at all times.

**Client Name:** \_\_\_\_\_ **Client Initials:** \_\_\_\_\_

### GUEST ROOM LAYOUT & CAPACITY

- Room #1: 1 Queen Bed + 1 Sofa Bed (max: 4 guests)
- Room #2: 2 Queen Beds (max: 4 guests)
- Room #3: 2 Queen Beds (max: 4 guests)
- Room #4: 1 Queen Bed + 1 Sofa Bed (max: 4 guests)
- Room #5: 1 Queen Bed + 1 Sofa Bed (max: 4 guests)
- Room #6: 1 Queen Bed + 1 Sofa Bed (max: 4 guests)
- Room #7: 2 Queen Beds (max: 4 guests)
- Room #8: 2 Queen Beds (Handicap Accessible Room); (max: 4 guests)
- Cottage: (max: 6 guests total in cottage)
  - Room #9: 1 Queen Bed (max: 2 guests)
  - Room #10: 1 Queen Bed (max: 2 guests)
  - Living Room: 1 Sofa Bed (max: 2 guests)

Updated 04.12.2017



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## ROOM ASSIGNMENTS & FINANCIAL BREAKDOWN

### **ROOM 1: 1 Queen Bed, 1 Sofa Bed (max 4 guests)**

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### **ROOM 2: 2 Queen Beds (max 4 guests)**

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_



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## ROOM ASSIGNMENTS & FINANCIAL BREAKDOWN

### ROOM 3: 2 Queen Beds (max 4 guests)

Will there be a pet in this room?     YES     NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### ROOM 4: 1 Queen Bed, 1 Sofa Bed (max 4 guests)

Will there be a pet in this room?     YES     NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_



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## ROOM ASSIGNMENTS & FINANCIAL BREAKDOWN

### **ROOM 5: 1 Queen Bed, 1 Sofa Bed (max 4 guests)**

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### **ROOM 6: 1 Queen Bed, 1 Sofa Bed (max 4 guests)**

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_



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## ROOM ASSIGNMENTS & FINANCIAL BREAKDOWN

### ROOM 7: 2 Queen Beds (max 4 guests)

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### ROOM 8: 2 Queen Beds (max 4 guests)

Will there be a pet in this room?       YES       NO

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 1 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 2 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 3 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| NAME    | PHONE | EMAIL |
|---------|-------|-------|
| GUEST 4 |       |       |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_



## **ROOM ASSIGNMENTS & FINANCIAL BREAKDOWN**

### **ROOM 9: 1 Queen Bed (max 2 guests)**

Will there be a pet in this room?       YES       NO

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 1     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 2     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### **ROOM 10: 1 Queen Bed (max 2 guests)**

Will there be a pet in this room?       YES       NO

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 1     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 2     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

### **COTTAGE LIVING ROOM: 1 Sofa Bed (max 2 guests)**

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 1     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_

| <b>NAME</b> | <b>PHONE</b> | <b>EMAIL</b> |
|-------------|--------------|--------------|
| GUEST 2     |              |              |

Will guest be paying for their room?    YES    NO   If yes, please provide amount to be paid by guest: \$ \_\_\_\_\_