

Lodge Arrival and Departure Checklist

We pride ourselves on our quality accommodation and facilities. Please check your accommodation for any issues (example; damage, unclean areas, faults) and inform the Duty Manager by 1900pm of the evening of your check in. This process will ensure unnecessary charges are not made after check-out.

	Group	Staff	Group	Staff
	Lodge		Comments	Comments
Rooms				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Common Room				
Kitchen				
Atrium				
Mens Toilets				
Womens Toilets				
Towels Received				
Amount				

Group Arrival Check

Date:

Name of Group Leader:

Signed:

Group Departure Check

Date:

Name of Group Leader:

Signed: