

Pre-Arrival Questionnaire

Dear Guest,

We are looking forward to your arrival at The Manhattan Club. In order to facilitate your check-in, we ask that you fill out this pre-registration form and complete all necessary information.

- **Please download this form and open it using Adobe Acrobat to utilize the "Submit Form" button at the end of this document.**
- If you are unable to open this form in Adobe Acrobat, please complete this document using a desktop browser, save it, and email the file to: **tmreservation@tmcny.com**

Due to the unprecedented and unique circumstances created by the Coronavirus (COVID-19), the following process has been implemented:

- If you're traveling here from any state or territory that is on New York's Restricted state list, New York State Law requires you to complete the traveler health form: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>
Upon arrival, please provide a screenshot or printed copy of the completed form.
- When your suite is available for check – in, you will be notified via email or text message
- Please follow the instructions on how to proceed with check in and retrieval of your room keys.
- Should you arrive prior to receipt of this message and your suite is not ready, the Guest Valet will store your luggage and you will be asked to return to the property when your suite is available.
- Only registered overnight guests will be provided access to our property.

Seamless Pre-registration Addendum Regarding COVID – 19 Contagion Mitigation

The Manhattan Club would like you to be advised that you must adhere to all Centers for Disease Control and Prevention (CDC) and New York State directives and policies, that are subject to revision at any time, when you arrive and stay at The Manhattan Club. Moreover, be advised that the Governor of New York State, Andrew Cuomo, has issued an Executive Order, effective Saturday April 18, 2020, that the wearing of gloves and face coverings or masks that cover the mouth and nose in public will be mandatory in New York State. The Governor explained that a mask or face covering must be worn in any situation in public where an individual cannot maintain proper social distance.

It is incumbent on you to familiarize yourself with these directives. In order for The Manhattan Club to adhere to CDC and New York State directives and maximize the safety of staff and occupants, all social distancing and PPE regulations will be strictly enforced. For more information please visit: coronavirus.health.ny.gov/home or cdc.gov/covid19.

If you have any questions regarding this pre-arrival form, please do not hesitate to contact us.

Front Desk – 212.707.5000

Information requestinfo@tmcny.com

Reservations - 888.692.2121

Guest Information: (If the information is incorrect, please notify us immediately)

Name:
Street Address:
City, State & Zip:
Confirmation Number:
Telephone Number:

Reservation Details: (Please confirm the reservation information with your confirmation letter. If the information is incorrect, please notify us immediately)

Reservation Number(s):

	Month/Day/Year	Day of the Week
Check-In Date:		
Check-Out Date:		

Please fill in the section below:

Visit Information: (Please place an X next to all that apply)

☐ ADA Compliant Suite

☐ Business ☐ Pleasure ☐ Special Occasion (specify below)

Special Occasion:

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Number of Guests:

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Additional Guest Names (Please type the names of all the additional guests that will be staying in the suite. You may also indicate relation):

Total Number of guests:

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SPECIAL REQUESTS: (Please specify below any special requests such as rollaway beds, cribs, or extra towels)

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