



The Manhattan Club



Owner Pre-Arrival Questionnaire

Dear Valued Owner:

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 in order to avoid having to go to the lobby Reception Desk and wait on line.

- **Please download this form and open it using Adobe Acrobat to utilize the "Submit Form" button at the end of this document.**
- If you're unable to open this form in Adobe Acrobat, please complete this document using a desktop browser, save it, and email the file to: **ownerservices@tmcny.com**
- Credit Card on file will be used to expedite your check in, if you wish to update/modify your credit card information please contact us directly.

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 you room keys.
- Should you arrive prior to receipt of this message and your suite is not ready, the Owner 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.

Sincerely,

Owner Services Manager

200 West 56th Street

New York, NY 10019

(212) 453-8514 Direct dial

(212) 453-8003 Fax

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

Name:

Street Address:

City, State & Zip:

Telephone:

Contract #:

Month/Day/Year Day of the Week

Check-In Date:

Check-Out Date:

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

Reservation Number(s):

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:

Number of Guests:

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:

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

Confirm method of Registration:

Card on File Type:

Card's Last Four Digits:

CVV:

Expiration Date:

IMPORTANT: If you wish to register for seamless check-in, the last four digits of the credit card on file are above. If they are correct, please type your name in the section marked "Please type or sign your name here". If you do not place your name in this section you will NOT be registered for seamless check-in. This credit card will be used for the incidental deposit on your suite. If you wish to use a different credit card, please contact the Owner Services Office. Please read the below statement before filling in your name.

I hereby authorize The Manhattan Club to communicate with my credit card issuer for the purpose of setting aside an amount of money representing the total expected charges for my stay at The Manhattan Club based on my stated dates of arrival and departure. I accept full responsibility for any damages incurred by myself or my guests to The Manhattan Club during my stay.

Please type or sign your name below: