

LEISURE MEMBERSHIP PROCEDURES

- Guest needs to fill the application form, bring two pictures for each person applying and copies of the passport
- General Manager need to sign on the application form
- Money needs to be paid at the General cashier. Original receipt of the payment goes to the guest and one photocopy to the Leisure
- Original of the application form goes to the Leisure Department and one photocopy to Accounting
- After the payment, IT Manager needs to prepare the card with the following information: serial number, name, and expiration date, kind of membership.
- One picture of the member needs to be given to EDP in order to insert it on the card
- Guest will receive a membership package consisting of:
 - Membership Card
 - Club Rules and regulations
 - Hotel Newsletter
 - F&B promotion material
 - Hotel discount vouchers (if any)