Restaurant reservation sheet

Restaurant: _____ **Date:** _____ **Service:** _____

Tables available: _____ **Covers available:** _____ **Host on duty:** _____

Write the bookings in time order and read each one back to the guest. Status: A = arrived, C = cancelled, N = no-show. Write the time in Free at when the table is released for the next guests.

Time	Guest name	Covers	Table	Phone	Requests (high chair, birthday, allergy)	Taken by	Status	Free at