TIPS WHEN NEGOGIATING A HOTEL CONTRACT

HOTEL

1. Please confirm that the Hotel will be able to offer the same discounted daily room rate for all dates of occupancy during our Event. Further, please confirm that this same room rate will be available for attendee's three days prior and after the contracted dates.
2. Please confirm that the rates offered by the Hotel would be the lowest rates offered during the occupancy period and that no lower rate will be offered, including the Internet.
3. Please confirm all taxes and other charges that will be added to the room rate.
4. Please confirm the earliest possible date that our attendees will be able to make their individual reservations.
5. Please confirm the Hotel's deposit requirements to hold room reservations.
6. Please confirm that the Hotel will include any reservation for which it has collected non-refundable prepayment fees in the calculation of the room utilization rate for this Event.
7. We request a room reservation cutoff date no less that 30 days prior to the first night occupancy. Also, please clarify your cutoff policy on the following points:
	1. After the cutoff date, will our attendees be able to book additional rooms on a first-come, first-served basis? If so, at what daily rate?
	2. At our request, will the Hotel offer unassigned rooms in the block to other individuals or groups in an effort to reduce damages we may be required to pay pursuant to any Performance Clause in the contract?
8. Please confirm that if we believe that attendees of our Event may have stayed at the Hotel without identifying themselves as part of our Group, the Hotel will compare the names on our final registration list with the Hotel's list of guests. If any individuals are identified, please confirm that your Hotel will give credit for rooms used by our attendees.
9. As part of our use of the Hotel's sleeping rooms, we expect certain VIPs and specific Committee members may need early arrival or late checkout without additional charges. Please confirm that your Hotel will be able to allow a limited number of early arrivals / late checkout rooms for specific individuals that we will designate. Please specify the number of rooms that would qualify for early arrival and / or late checkout.
10. Please confirm that the Hotel will provide a list of all reservations including names and dates of stay from attendees.
11. All individuals who attend will be responsible for their own room, tax and incidental charges. A limited number of VIPs will have their room and tax charged to the master account.
12. Please explain your Hotel's credit policy.
13. Will the Hotel provide discounted rates on all other types of rooms?
14. How many rooms will be provided at a 50% discount from the contract rate?
15. Is it possible to have a general checkout time of Noon?
16. Will Hotel allow an adjustment, up or down, on the room count three or four months before the Event without a charge?
17. Will free Wi-Fi/Internet be provided in meeting rooms and sleeping rooms? Resort fee?
18. Is there an early departure fee for Hotel guests?
19. Will Hotel provide a 50% discount on rooms from the contract price for two pre-conference meetings and provide for a free meeting room?
20. Most hotels will give a free room with 40 to 50 sold rooms. Instead, try to negotiate the number of free rooms you will need for staff and a suite for the convener.
21. It is essential to have the ability to conduct our meetings without interruption or disturbance. Please confirm that the Hotel will insure this quiet enjoyment with no interruption from the Hotel or any other customer.
22. Please indicate any plans your Hotel has for renovation or remodeling that would affect our Event.
23. Be sure meeting rooms will not be changed unless approved in writing.
24. Is there a walk clause?
25. Pledge Relocate Policy - Please add that we will receive credit for any guests displaced toward our room block guarantee.
26. Is there a resell clause?
27. Is there a noise clause?

FOOD & BEVERAGE

1. Please confirm that table skirts will be provided, at no additional cost, for all function room uses.
2. Please confirm the diameter of your banquet rounds.
3. Will Hotel guarantee the price of the meals in advance? Also, will Hotel guarantee the meal prices to be the same as the current prices?
4. Will the Hotel fit a menu around our budget?
5. Will Hotel allow an adjustment, up or down, on the food and beverage guarantee three or four months before the Event without a charge?
6. Will Hotel discount their coffee pricing for our meetings?
7. Will there be a corkage fee?

MASTER ACCOUNT

1. Please specify if the master account payments may be made by credit card and if there are any related conditions.
2. Only authorized signers may sign the Master Account. Unauthorized signatures will not be paid.
3. Please confirm that your Hotel will be able to provide an invoice for all of the previous day's charges by about 10:00 am the following day. We then can sign off on the charges.
4. Please let us know if there will be a discount for prompt payment of the Hotel charges on the master account.
5. Meal counts and security

EQUIPMENT

1. Please confirm that we will be able to bring in our own equipment to be used in the function rooms and that we may bring in our own personnel to run this equipment without charge.
2. Please confirm that there will not be a charge for a lectern, microphone and water in each meeting room.
3. lf we use our own equipment, will Hotel waive the power charge?
4. If we use our own equipment, will Hotel allow us a sound patch into their system without charge?
5. Are the easels for the meeting rooms complimentary?
6. Request a clause that permits you to cancel or alter the contract if there is a management company change that creates any lack of trust or confidence in the delivery of the original contract. Also be cautious about change in ownership and change in brand names.
7. If the Hotel cancels, be sure it is obligated to help find an alternate and comparable location and pay the difference in cost
8. Find out from the Hotel the earliest you will be able to setup your AV equipment

MISCELLANEOUS

1. Is it possible to receive free brochures to mail to all possible attendees?
2. Will Hotel provide a complimentary reception?
3. Will Hotel provide free transportation to and from the airport?
4. Will the Hotel provide free welcome amenities?
5. Is there a required deposit for this Event and if so, what is it?
6. Are there any porterage or housekeeping charges?
7. What is the service charge?
8. You should have the right to question the service charge if the service does not meet your expectations.
9. What is the gratuity charge?
10. Discounted green fees at the golf course?
11. Please confirm pricing on valet and self-parking. Will the Hotel provide discounted parking? Will the Hotel provide some free parking for selected VIPs
12. Will Hotel provide a locked room for equipment and decoration storage?
13. Will Hotel allow banners to be hung on the walls?
14. Can Hotel provide a piano? Will there be charges to move and tune the piano?