

# Hotel Site Inspection Checklist For A Social Event

Created by:



# Hotel Site Inspection Form For A Social Event

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Overall Evaluation Of Hotel: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

This hotel inspection form can be used to plan events like fraternity parties, sorority parties, birthdays, charity events, Christmas parties, holiday parties, baby showers and bar/bat mitzvahs. Red indicates items that are specific to a social event. Pay particular attention to these items.

## Questions To Ask

Can you get a block of rooms for guests that want to stay the night? If so, what is the rate?

Can members of the group be blocked in rooms near each other?

Approximately how many social events does the hotel host every year?

Is there a discount on food and beverage if we block rooms at the hotel?

## Be Observant About...

How helpful is the sales manager?

How helpful is the rest of the staff?

Is the rest of the staff aware that you are there on a site tour?

Did the GM greet you at all? Did he/she talk stay long enough to answer any questions?

Is the location of the hotel in a safe neighborhood where attendees will feel comfortable?

## General Hotel Information

Date of Site Inspection \_\_\_\_\_

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Main phone number \_\_\_\_\_

Fax number \_\_\_\_\_

Reservations phone number \_\_\_\_\_

"800" number for reservations \_\_\_\_\_

Web site address \_\_\_\_\_

Age of Property: \_\_\_\_\_ Date Last Renovation \_\_\_\_\_

Any Renovations Scheduled (Date) \_\_\_\_\_

AAA Rating \_\_\_\_\_ Diamonds Mobil Rating \_\_\_\_\_ Stars

TripAdvisor Rating \_\_\_\_\_

Hotel occupancy tax? \_\_\_\_\_ City tax? \_\_\_\_\_ Other? \_\_\_\_\_

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## Hotel Parking

Cost of parking \_\_\_\_\_

Number of accessible spaces \_\_\_\_\_

## Meeting/Conference Rooms Information

Ask for a brochure that has the exact diagram of each meeting room. When looking at the meeting rooms, make sure to draw any pillars or other objects that may get in the way of conducting your event. Below you will see a sample of how to fill out this form.

Total Sq. Ft. at Hotel \_\_\_\_\_

Room	Set Up	Date	Max People	Square Feet	DIMENSIONS (w/ CEILING HEIGHT)	Meeting Room Fee
Shaker Room	Executive		65	1000		400
	U-Shaped		80	1000		400
	Rounds		120	1000		475
	Training		150	1000		475
Executive Room	Executive		120	2000		500
	U-Shaped		150	2000		500
	Rounds		200	2000		575
	Training		225	2000		575

Meeting Room Floor Plans Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Meeting Rooms Carpeted: Yes \_\_\_\_\_ No \_\_\_\_\_

Obstructions: Yes \_\_\_\_\_ No \_\_\_\_\_

Air walls soundproof Yes \_\_\_\_\_ No \_\_\_\_\_

Storage rooms Yes \_\_\_\_\_ No \_\_\_\_\_

Is the room accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

Adequate lighting? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the meeting rooms wired for sound? Yes \_\_\_\_\_ No \_\_\_\_\_

Can we connect into house sound? Yes \_\_\_\_\_ No \_\_\_\_\_

Are they ADA compliant? Yes \_\_\_\_\_ No \_\_\_\_\_

Do they allow registration desks? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there enough room to have a registration desk outside the meeting room? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the cost? \_\_\_\_\_

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Room Rental Charge \$ \_\_\_\_\_

Set-Up Charge \$ \_\_\_\_\_

**Rate the Following For the Meeting Rooms: (1 Poor – 5 Excellent)**

Proximity to Sleeping Rooms    \_1\_2\_3\_4\_5

Condition/Cleanliness           \_1\_2\_3\_4\_5

Décor                               \_1\_2\_3\_4\_5

Lighting                           \_1\_2\_3\_4\_5

Sound System                    \_1\_2\_3\_4\_5

Equipment (e.g. tables, chairs) \_1\_2\_3\_4\_5

Elevators proximity             \_1\_2\_3\_4\_5

Restroom Cleanliness         \_1\_2\_3\_4\_5

Overall Rating                   \_1\_2\_3\_4\_5

**Rate the Following For the Menu Choices: (1 Poor – 5 Excellent)**

Presentation                    \_1\_2\_3\_4\_5

Menu Selections                \_1\_2\_3\_4\_5

Menu Prices                     \_1\_2\_3\_4\_5

Overall Rating                   \_1\_2\_3\_4\_5

## Food And Beverage

1. How many years has the food and beverage manager been at the property?
2. Will he/she be there at your event? Or will there be someone else? If so, can you meet them ahead of time to go over final details?
3. Can you choose the linen colors to suit your reunion theme? If so, is there is a cost for the linen?
4. Does the hotel provide centerpieces? If so, are they adequate for the event?
5. What is the cost of an open bar?
6. If you have a cash bar, what is the minimum dollar amount that needs to be spent? Is there a bar tender fee?
7. Are there any setup fees?
8. Are there sample menus that you can take with you?
9. How early can you get into the meeting room to set up the decorations?
10. Is there a clean up fee of any kind?
11. How late can the party go on till?
12. How late can the music be played?
13. Are there any vendors that we have to use at your property?
14. Can we cater our own food from outside? Is there a cost for that?
15. Look for obstructions that may prevent the flow of traffic at a social gathering.
16. Is the meeting room a square (Preferable) or an odd shape like an 'L'?
17. What is the condition of the chairs, tables, china, and silverware?
18. Can they show you pictures from a party that recently occurred?
19. How much are vendor meals?
20. Can you have a tasting to evaluate the food?

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21. Make sure to get the capacity of each available room with different setups.
22. Can the DJ connect to the house sound system?
23. How many places will the hotel set up beyond the stated number of guests? \_\_\_\_\_
24. When does the hotel need final guarantee for the event? \_\_\_\_\_
25. Is there a extra charge for audio-visual equipment? \_\_\_\_\_
26. Is there a charge for bringing your own audio-visual equipment?
27. If so, what is the charge? \_\_\_\_\_
28. Dance floor/Size \_\_\_\_\_
29. Is there an extra charge for re-setting the room if set-up is changed? \_\_\_\_\_
30. Can you hang banners or signs in public areas? \_\_\_\_\_
31. If so, in what manner? \_\_\_\_\_

## Approximate costs

Lunch \$ \_\_\_\_\_/person  
 Dinner \$ \_\_\_\_\_/person  
 Coffee \$ \_\_\_\_\_/person  
 Service Charge \_\_\_\_\_% Tax \_\_\_\_\_%  
 Guarantees needed by \_\_\_\_\_ days

## Lobby And Hallways

**Rate the following: (1 Poor – 5 Excellent)**

Lobby Décor	__1__ __2__ __3__ __4__ __5
Lobby Condition/Cleanliness	__1__ __2__ __3__ __4__ __5
Lobby Lighting	__1__ __2__ __3__ __4__ __5
Lobby Seating	__1__ __2__ __3__ __4__ __5
Noise level	__1__ __2__ __3__ __4__ __5
Desk-staff appearance, uniforms, badges	__1__ __2__ __3__ __4__ __5
Attentiveness	__1__ __2__ __3__ __4__ __5

## Exterior

**Rate the following: (1 Poor – 5 Excellent)**

Neighborhood	__1__ __2__ __3__ __4__ __5
Hotel appearance	__1__ __2__ __3__ __4__ __5
Appearance of lobby entrance	__1__ __2__ __3__ __4__ __5
Lack of clutter in entry area	__1__ __2__ __3__ __4__ __5
Parking area maintenance	__1__ __2__ __3__ __4__ __5
Landscaping	__1__ __2__ __3__ __4__ __5

## Hotel Rooms

### Appearance/Condition

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**Rate the following: (1 Poor – 5 Excellent)**

Room Appearance            \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Room Décor                    \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Room Cleanliness            \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Room lighting                \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Bathroom Cleanliness        \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Bathroom Amenities         \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Overall Rating                \_\_1\_\_ \_\_2\_\_ \_\_3\_\_ \_\_4\_\_ \_\_5\_\_  
 Work Space/Desk            Yes \_\_\_\_\_ No \_\_\_\_\_  
 Sitting Area                 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Walls soundproof?         Yes \_\_\_\_\_ No \_\_\_\_\_  
 Early Check in available?   Yes \_\_\_\_\_ No \_\_\_\_\_

**Taxes**

Sales tax on guestrooms \_\_\_\_\_  
 Occupancy tax on guestrooms \_\_\_\_\_  
 Service Fees, safe fees, resort fees, or any other miscellaneous fees \_\_\_\_\_

**Hotel Room Block Details**

Rack Rate Single               \$ \_\_\_\_\_ Double \$ \_\_\_\_\_ Suite \$ \_\_\_\_\_  
 Group Rate Single             \$ \_\_\_\_\_ Double \$ \_\_\_\_\_ Suite \$ \_\_\_\_\_

**Room Block by Day:**

Day \_\_\_\_\_ Number of Rooms \_\_\_\_\_  
 Day \_\_\_\_\_ Number of Rooms \_\_\_\_\_  
 Day \_\_\_\_\_ Number of Rooms \_\_\_\_\_  
 Day \_\_\_\_\_ Number of Rooms \_\_\_\_\_

**Group Contract Policies**

Complimentary Rooms \_\_\_\_\_ per \_\_\_\_\_ Per Night  
 Cut-Off Date \_\_\_\_\_ Days Out \_\_\_\_\_  
 Attrition Rate \_\_\_\_\_ %  
 Deposit required for group \_\_\_\_\_  
 What is the policy on cancellations/no shows \_\_\_\_\_  
 Check-In time? \_\_\_\_\_ Check-Out time? \_\_\_\_\_  
 What is the policy for late check-out? \_\_\_\_\_

**Estimated Expenses**

Sleeping Room Expenses       \$ \_\_\_\_\_  
 Meeting Room Expenses       \$ \_\_\_\_\_  
 Food & Beverage Expenses   \$ \_\_\_\_\_

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A/V & Other Equipment Expenses \$ \_\_\_\_\_  
Total Estimated Expenses \$ \_\_\_\_\_

## Security

Are fire exits clearly marked?  
Are there sprinklers, smoke alarms, in every room?  
Does the hotel have an emergency plan?

## Hotel Management Contact Information

Name	Phone Number	Email Address
General Manager		
Catering Manager		
Conference Manager:		
Reservations Manager:		
Director of Sales:		
Restaurant Manager:		
Accounting Dept. Contact:		

## Comments

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