

Wedding Room Block: Hotel Site Inspection Checklist

Created By:



Hotel Site Inspection: Block Hotel Rooms For A Wedding

Overall Evaluation Of Hotel: Excellent _____ Good _____ Fair _____ Poor _____

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? _____

Cost of parking _____

Cost of valet parking _____

What is the closest airport? _____

How many miles from airport to hotel? _____

Travel time to hotel? (rush hour) _____ (non-rush hour) _____

Hotel Location

Distance to nearest airport _____

Distance to downtown _____

Free airport shuttle? _____

Free Shuttle to wedding venue? _____

If no, then is there a cost to shuttle wedding guests to reception venue? _____ Cost? _____

Is the hotel located in a "safe" area? _____

Read our articles on [reserving a hotel that provides free shuttle service for wedding guests](#)

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Hotel Rooms

Appearance/Condition

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 _____

Amenities

Please circle the ones that the hotel has in the rooms

Complimentary WiFi	Complimentary a.m. breakfast	Microwave
Iron/ironing board	Make Up Mirror	Refrigerator
Coffee maker	Hair dryer	In-room mini bar
Smoke alarm/sprinklers	Complimentary daily paper	Local-area guides Guest-service directory Movies on demand
Clock radios	Convenience of light switches at entry	Generous supply of towels, mats
Availability of cribs, playpens	Black-out drapes for sleeping	Ice bucket
In-room safes/cost	Translucent drapes for daytime	
Extra pillows/blankets in room	Comfortable desk	Plastic or glass (ware)
Video games on demand	Room-service Menu	Parental blocking of TV available

Taxes

Sales tax on guestrooms _____

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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

Free Bridal Suite? _____

Is Courtesy Room Block Available? Yes ___ No ___ ([What is a courtesy room block?](#))

Cut-Off Date _____ Days Out _____

Rates available after cut-off date ___ Yes ___ No

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? _____

Will the hotel hand out wedding gift bags at check-in? Cost? _____

If the hotel is sold out, what arrangements are made for confirmed hotel guest?

For help with hotel contracts, [click here](#)

Lobby

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
Desk-staff appearance, uniforms, badges	__	1	__	2	__	3	__	4	__	5
Attentiveness	__	1	__	2	__	3	__	4	__	5
Bell-staff appearance, uniforms, badges	__	1	__	2	__	3	__	4	__	5
Elevator Condition	__	1	__	2	__	3	__	4	__	5
Elevator Cleanliness	__	1	__	2	__	3	__	4	__	5

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Restaurant

Rate the following: (1 Poor – 5 Excellent)

Restaurant Staffing __1__ __2__ __3__ __4__ __5__
Restaurant Cleanliness __1__ __2__ __3__ __4__ __5__
Restaurant Décor __1__ __2__ __3__ __4__ __5__
Restaurant Menu Selection/Pricing __1__ __2__ __3__ __4__ __5__
Restaurant Food Quality __1__ __2__ __3__ __4__ __5__
Overall Rating __1__ __2__ __3__ __4__ __5__

Can they leave the restaurant open late for an after party in the bar? Yes__ No __

Hotel Amenities Available

Pool available _____ Indoor ____ Outdoor _____
Health Club available Yes _____ No _____
Business Center Yes __ No __ Hours _____

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__

Nearby Things To Do/ Restaurants

Restaurants (Please include approximately how far it is from the hotel)

Shopping (Please include approximately how far it is from the hotel)

Entertainment (Please include approximately how far it is from the hotel)

Attractions (Please include approximately how far it is from the hotel)

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Churches/Synagogues Distance (Possible Ceremony locations?)

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		
Reservations Manager:		
Director of Sales:		
Accounting Dept. Contact:		

Comments

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