



the site/venue selection process... a few tips

Accommodation

- What are the room rates, including GST?
- How are room rates determined (rack, sliding scale, government per diem, group)?
- What is the breakdown of sleeping rooms, by sleeping configuration (singles, doubles, one and two bedroom suites)?
- How many rooms comply with the Disabilities Act? In what sleeping configurations?
- On what date will the room rate be guaranteed?
- Is there a complimentary-room policy?
- What is the policy on late arrivals and late checkout?
- How is overflow handled?
- What are the in-room telephone/internet charges?
- What is the policy on cancellation and attrition?
- Do you have to guarantee a minimum number of rooms sales.

Function Space

- What are the room hire charges?
- Are there penalty costs for providing your own AV company?
- Are there overnight holding charges for the main room or foyer?
- What are the minimum delegate numbers the venue will charge the event?
- What are your access times to the functions rooms each day?
- How many meeting rooms will be available exclusively to the group?
- Do any have visual obstructions? Are they soundproof?
- Does each meeting room have its own sound system, data ports, and light and temperature controls?
- Is there a storage area near the meeting space?
- Do ballrooms have access to the banquet kitchen?
- What is the capacity and location of the freight elevator/loading dock?

Food and Beverage

- What is the delegate package price?
- What are the penalty rates/fees on functions held on weekends, public holidays or that finish after midnight?
- What is the number, type and seating capacity of on-site restaurants? Are they available for group functions?
- Does the property offer outdoor dining options?
- What is the average price of breakfast, lunch and dinner?
- Will the hotel contact provide specific food and beverage quotes for one function?
- Are complimentary coffee breaks offered?

Important Considerations

- Are any groups scheduled to be on-site during the dates your group will meet? If yes, what types of groups?
- Are any citywide special events scheduled to take place at the same time?
- How many parking spaces are there? What are parking rates? Is valet parking available?
- How far away is other accommodation, CBD, and airport?
- Is airport shuttle service offered?
- What type of local transportation is available?
- What is the average taxi fare from airport to property?
- When was the last renovation? Does the property have any renovations planned before or during your event?
- What are the scheduled dates?
- What are the concierge hours? Where is the concierge desk?
- What type of security is provided?