**Hotel Request for Proposal
(RFP) Template**

****

Hotel Name

****

Your Logo

Event Overview

Provide a high-level summary of your event, including its purpose and basic details.

|  |  |
| --- | --- |
| Event Name |  |
| Event Dates |  |
| Number of Attendees |  |
| Event Type | Conference, wedding, seminar, etc. |

Guest Room Requirements

Specify your lodging needs, including room types, quantities, and special requests.

|  |  |
| --- | --- |
| Number and Type of Rooms Needed |  |
| Check-In Date |  |
| Check-Out Date |  |
| Special Accommodation Requests | Accessibility needs, etc. |

Meeting and Event Space Needs

Detail your requirements for meeting rooms, event spaces, and technical support.

|  |  |
| --- | --- |
| Number and Size of Meeting Rooms Required |  |
| Setup Style | Theater, classroom, banquet, etc. |
| Audio-Visual Equipment Needs |  |
| Schedule of Events | Accessibility needs, etc. |

Food and Beverage Services

Outline meal and refreshment requirements, including dietary preferences.

|  |  |
| --- | --- |
| Meal Requirements | Breakfast, lunch, dinner, etc. |
| Break Services | Coffee, snacks, etc. |
| Special Dietary Needs |  |

Additional Services

List any extra services or amenities that are important for your event.

|  |  |
| --- | --- |
| Transportation | Taxi, airport shuttle, etc. |
| Recreational Activities |  |
| On-Site Support Staff |  |

Budget and Pricing

Include a breakdown of costs and any payment or cancellation terms.

**Detailed Cost Breakdown**

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  | $0.00 |
|  | $0.00 |
|  | $0.00 |

**Payment Terms**

* Description

**Cancellation Policies**

* Description

Hotel Information

Provide details about your property and its offerings.

Sustainable Practices

Amenities

Location

Your Logo

Our sustainability and practices include:

* List
* List

Hotel amenities offered include:

* List
* List

Management Name and Title

Phone

Fax

Email

Website

Additional Links

Address Line 1

Address Line 2

[Directions to the hotel]

Contact Us

Proposal Submission Guidelines

Specify how and when proposals should be submitted, and what supporting documentation is required.

|  |  |
| --- | --- |
| Submission Deadline | MM/DD/YY |
| Required Documentation |  |
| Evaluation Criteria |  |

|  |
| --- |
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