## horizontal line**Hotel Accommodation Proposal**

### **1. Cover Page**

* Hotel Name and Logo
* Proposal Title: "Accommodation Proposal for [Client/Organization Name]"
* Submission Date
* Prepared by: [Hotel Representative’s Name, Title]
* Contact Information: [Phone, Email, Address]

### **2. Executive Summary**

* **Objective:** Brief summary of the proposal's purpose (e.g., providing accommodations for a group or long-term stay).
* **Key Benefits:** Highlight unique features such as central location, amenities, group discounts, etc.
* **Proposal Overview:** One or two sentences summarizing the accommodation offer.

### **3. Client Information**

* Organization/Guest Name
* Contact Person
* Address
* Phone/Email
* Stay Duration: Check-in and check-out dates.
* Number of Guests.

### **4. Accommodation Details**

* **Room Options:**
  + Categories (e.g., Standard, Deluxe, Suites).
  + Room rates and inclusions.
  + Photos of rooms.
* **Amenities:**
  + Complimentary Wi-Fi, breakfast, housekeeping, etc.
* **Group Offers:**
  + Discounted rates for group bookings or extended stays.
  + Complimentary rooms for group leaders (if applicable).

### **5. Financial Details**

* **Package Costs:**
  + Room pricing per night.
  + Additional costs (taxes, extra beds, etc.).
* **Payment Terms:**
  + Deposit requirements, payment schedule, accepted methods.

### **6. Terms and Conditions**

* Cancellation and refund policy.
* Check-in and check-out policies.
* Liability and additional charges (e.g., damages).

### **7. Supporting Documents**

* Photos of the hotel and rooms.
* Testimonials or references.
* Location map.

### **8. Conclusion**

* Summary of the offer.
* Call to action for booking confirmation.