
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.

