EventPipe

Hotel RFP Template

Request for Proposal for Group and Event Room Blocks

Event name	
RFP issued by	
Date issued	
Proposal due	

How to Use This Template

- Fill in every white cell. Shaded cells are labels.
- Delete sections that do not apply, such as Section 5 for a tournament played off property.
- Send the same RFP to every hotel so bids come back in a format you can compare line by line.
- Save a master copy, then update dates, attendance and history for each new event.
- Have counsel review final contract language before signing.

1 Event Overview

Hotels price group business on proof. Share your event details and past pickup up front.

Event name	
Event type	☐ Sports tournament ☐ Conference or convention ☐ Corporate meeting ☐ Other: _____
Venue name and address	
Preferred check-in and check-out dates	
Alternate dates you could accept	
Date flexibility	☐ Firm dates ☐ Flexible dates
Expected attendance	
Event organizer (name and contact)	
Housing company (name and contact)	
Event website	

Event History

List rooms contracted and actual pickup from past years. Leave blank for a first-year event.

Year	City and hotel(s)	Peak night rooms contracted	Room nights contracted	Room nights picked up	Pickup %

Year	City and hotel(s)	Peak night rooms contracted	Room nights contracted	Room nights picked up	Pickup %

2 Room Pattern by Night

List rooms per night instead of one total. Mark the peak night. Keep estimates realistic: padded blocks turn into attrition exposure at cutoff.

Date	Day	King	Two queens or doubles	Suites	Total rooms	Peak or shoulder
Total room nights						

3 Rate, Commission and Rebate Terms

Hotels check for an IATA number before paying commission. Keep rebates moderate so attendees are not pushed to book outside the block.

Target group rate range (per night, before tax)	$_____ to $_____
Commission requested	_____ % of group room revenue
Commission payable to	
IATA number	
Rebate requested	$_____ per consumed room night
Group rate honored for pre and post nights	☐ Yes ☐ No Nights: _____
Resort or destination fee	☐ Waived ☐ Included in rate ☐ Charged: $_____
Deposit and payment terms	

4 Additional Concessions

List each concession as its own line. Hotels answer yes or no so you can compare proposals side by side.

Concession	Requested	Hotel response	Hotel notes
Comp ratio	1 per ____ room nights, calculated cumulatively	☐ Yes ☐ No	
Complimentary breakfast		☐ Yes ☐ No	
Complimentary or discounted parking		☐ Yes ☐ No	
Complimentary Wi-Fi		☐ Yes ☐ No	
Upgrades for staff or VIPs		☐ Yes ☐ No	
Early check-in or late check-out		☐ Yes ☐ No	
Staff or officials rate		☐ Yes ☐ No	
Equipment or gear storage		☐ Yes ☐ No	
Hospitality or team meeting room		☐ Yes ☐ No	
Other:		☐ Yes ☐ No	

5 Hotel Facilities and On-Site Technical Support

Complete this section if the event uses meeting space, catering or AV on property. Delete it if it does not.

Function	Date	Time	Setup	Attendees	AV and technical support needs

Food and beverage or catering minimum	
On-site technical support required	☐ Yes ☐ No
Wi-Fi bandwidth needs	
Other facility needs	

6 Cutoff, Attrition and Cancellation

Ask for cumulative attrition and credit for rooms booked outside the block. These terms decide what you owe or collect after the event.

Cutoff date	Common default: two weeks before arrival
Attrition basis	☐ Cumulative across all nights (requested) ☐ Per night
Minimum pickup before attrition applies	_____ % of contracted room nights
Block review or reduction dates	
Credit for rooms booked outside the block	☐ Yes ☐ No How verified: _____
Cancellation terms	
Notice of renovation, sale or rebrand	☐ Required

7 Booking, Rooming List and Pickup Reporting

How guests will book	☐ Event booking site ☐ Link per hotel ☐ Rooming list
Rooming list due date	
Pickup report frequency	☐ Weekly ☐ Every two weeks ☐ Other: _____
Sub-blocks by team or group	☐ Yes ☐ No
Stay-to-Play policy applies	☐ Yes ☐ No
Plan after the block sells out	☐ Waitlist ☐ Overflow hotel ☐ Live inventory booking link

8 Response Instructions

Proposal deadline	
Decision date	
Point of contact (name, email, phone)	
Response format	☐ Complete Section 9 of this document ☐ PDF proposal ☐ Online portal
How bids will be compared	☐ Group rate ☐ Distance from venue ☐ Concessions ☐ Commission and rebate ☐ Attrition terms ☐ Other: _____

9 Hotel Response Summary

For the hotel to complete and return with its proposal.

Property name and address	

Distance or drive time to venue	
Sales manager (name, email, phone)	
Group rate offered, by room type	
Rooms offered on peak night	
Total room nights offered	
Commission and rebate offered	
Proposal valid until	
Signature and date	

A Sample Language

Adapt each line to your event. Have counsel review final contract language.

- **Commission and rebate:** "Please confirm a [X]% commission on group room revenue, payable to [housing company] under IATA [number], plus a $[X] per-night rebate on consumed room nights."
- **Comp ratio:** "Please confirm one complimentary room night per [X] paid room nights, calculated cumulatively."
- **Attrition:** "Attrition will be calculated cumulatively across all contracted nights."
- **Outside-block credit:** "Reservations made by event attendees outside the block will count toward pickup when identified through a post-event match."
- **Pickup reporting:** "Please provide pickup reports [weekly] from contract signing through cutoff."

Sending RFPs to dozens of hotels per event?

EventPipe sends one RFP to multiple hotels, collects bids through a hotel portal and carries agreed terms straight into the contract.

See how it works: eventpipe.com/demo