



# JulNet Site Inspection

Event: \_\_\_\_\_ City: \_\_\_\_\_

Hotel Name:

## **LOCATION INFORMATION**

List tourist attractions up to 1/2 mile away from hotel (note any attractions farther away but with easy access):

Describe shopping available up to 1/2 mile away from hotel:

Describe restaurants available up to 1/2 mile away from hotel:

Describe restaurants available in the hotel:



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### **TRANSPORTATION**

Does the hotel operate its own shuttle? YES NO  
 Are there specific destinations, or is it "as-needed"?  
 Is hotel shuttle available to/from airport? YES NO Cost? \_\_\_\_\_  
 Does hotel provide self parking? YES NO  
 If yes, what is daily charge? \$ \_\_\_\_\_  
 Is valet parking available? YES NO  
 If yes, what is daily charge? \$ \_\_\_\_\_  
 Are there in/out privileges? YES NO  
 On-site car rental service? YES NO If yes, which one? \_\_\_\_\_  
 Is the loading doc easily accessible? YES NO  
 Are there any special considerations for busing? Freight service etc.?  
 \_\_\_\_\_  
 \_\_\_\_\_

Other nearby transportation options: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **HOTEL FACILITY AMENITIES**

Gift shop YES NO  
 Vending machines on each floor YES NO  
 Swimming pool INDOOR OUTDOOR NONE  
 Game room/arcade YES NO  
 ATM Machine

Fitness facilities YES NO  
 Type of equipment is available? \_\_\_\_\_  
 Other services available:  
 Saunas  Jacuzzi  Spa Facilities  
 Showers in Locker Room  Other: \_\_\_\_\_  
 Hours available? \_\_\_\_\_  
 Staff on site YES NO  
 Is there a daily charge to use the health facilities: YES NO  Amt p/day \$ \_\_\_\_\_

Describe other facility amenities available on-site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **FACILITIES CONDITION**

Hallways and public areas neat and clean? YES NO  
 Public washrooms plentiful, clean, and well equipped? YES NO  
 Does décor show obvious signs of wear & tear? YES NO  
 Are all finishes modern looking (ex. Light switches, etc.)? YES NO  
 If no, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe future planned renovations:



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## **SECURITY/SAFETY**

24-hour security patrol of premises	YES	NO
Defibrillator on site?	YES	NO
First aid equipment on site?	YES	NO
Sprinkler system - all rooms?	YES	NO
Smoke alarm - all rooms?	YES	NO

Describe other options available to guests concerned about safety \_\_\_\_\_  
\_\_\_\_\_

## **REGULATORY COMPLIANCE**

Compliant with ADA Act?	YES	NO
Compliant with Hotel & Motel Fire Safety Act of 1990?	YES	NO

## **GUEST ROOMS/SUITES**

Number of guestrooms \_\_\_\_\_  
 Number with handicapped access \_\_\_\_\_  
 Total number of suites in hotel \_\_\_\_\_  
 Setup for non-smoking rooms (by floor, etc.) \_\_\_\_\_  
 INTERIOR or EXTERIOR entrances to rooms? (Circle one)

In-room coffee maker	YES	NO	Newspaper delivery	YES	NO
Hair dryer	YES	NO	In-room safe	YES	NO
Refrigerator	YES	NO	Iron/ironing board	YES	NO
Mini bar	YES	NO	Work desk	YES	NO
Dataport phones	YES	NO	High speed connection	YES	NO
2-line phones	YES	NO	Video games	YES	NO

Identify names of all guest room types available (i.e. std. double, deluxe king, concierge king, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is room service available?      YES      NO      Hours:      AM to      PM

## **RESERVATION INFORMATION**

Check-in time: \_\_\_\_\_      Reservation Cut-off Date: \_\_\_\_\_  
 Check-out time: \_\_\_\_\_      % Block required: \_\_\_\_\_

## **DIRECTIONAL/WAYFINDING**

Are ballrooms/meeting facilities close to sleeping rooms?	YES	NO
If no, is it easy to find meeting facilities from guest rooms?	YES	NO
Is there adequate signage to identify specific rooms?	YES	NO
Can our signs be placed on easels in the hotel lobby?	YES	NO

Where are announcement boards installed/placed? \_\_\_\_\_  
 \_\_\_\_\_

Are the hotel staff educated about what events are taking place and where?      YES      NO  
 If yes, how is that information communicated? \_\_\_\_\_  
 \_\_\_\_\_

## **HOTEL STAFF:**



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- [ ] Is this a union hotel? YES NO
- [ ] Is a Convention Service Manager assigned? YES NO  
If no, who will be the hotel liaison (include title)? \_\_\_\_\_
- [ ] Will they be available when group is on-site? YES NO Explain: \_\_\_\_\_
- [ ] CMP?
- [ ] Gifts to room - delivery charge? \$ \_\_\_\_\_ p/room p/day
- [ ] Is there an on-site Destination Management Company? YES NO
- Are we required to use their services? YES NO
- If yes, services they provide: \_\_\_\_\_

## **BUSINESS CENTER**

- Does the hotel have a business center convenient to meeting rooms? YES NO
- Is it staffed or self-service? \_\_\_\_\_
- If staffed, at what hours? \_\_\_\_\_

List charges for:

- Incoming faxes: \_\_\_\_\_
- Outgoing faxes: \_\_\_\_\_
- B&W copies: \_\_\_\_\_
- Internet connection (in business center, not meeting room): \_\_\_\_\_

Office Supply Store Within 1 mile (1.5 km) of the Facility: YES NO

- Does hotel provide package storage service? YES NO
- What is the additional cost per box, if any? \_\_\_\_\_
- Days prior to event? \_\_\_\_\_ Cost if shipped prior to that? \_\_\_\_\_
- How does the hotel handle return shipping? \_\_\_\_\_

Express Shipping Services Available On-Site:

- None  Airborne Express  DHL  Federal Express  UPS  Other: \_\_\_\_\_

Receiving Services Available On-Site: YES NO

If YES, complete the following:

- Advance Shipments Accepted: YES NO
- Advance Shipments Charge: \$ \_\_\_\_\_/box or package
- Advance Shipments Instructions: \_\_\_\_\_
- Advance Shipments Storage Charges: \$ \_\_\_\_\_/box or package

## **POSSIBLE SCHEDULING CONFLICTS**

- Is there another large group in the hotel during the same dates? YES NO
- If yes, do they hold a significant room block? YES NO
- Will our group be able to increase room block if needed? YES NO
- Will our group get right of first refusal to expand our room block? YES NO
- What meeting space will they occupy vs. ours?

## **AUDIO-VISUAL**



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Is an audio-visual company on site?                      YES                      NO  
IN-HOUSE or OUTSIDE? If outside, what company? \_\_\_\_\_  
Request Current Pricing List  
What are the labor requirements? Only if they operate? Minimum for setup? \_\_\_\_\_

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## Electricity

Floor Plan (indicating locations of all electrical outlets and their current capacities) Available: YES NO  
Electrical Service Access:  Through floor ports    Off columns    From overhead    Other: \_\_\_\_\_

Electricity Comments: \_\_\_\_\_  
Estimated Charges for meeting setup: \_\_\_\_\_  
Request Current Pricing List

## Food & Beverage

Average Meal Prices (per person):

- |  |  |
|--|--|
| <input type="checkbox"/> Coffee break: \$ _____          | <input type="checkbox"/> Hot plated lunch: \$ _____  |
| <input type="checkbox"/> Reception: \$ _____             | <input type="checkbox"/> Cold plated lunch: \$ _____ |
| <input type="checkbox"/> Plated breakfast: \$ _____      | <input type="checkbox"/> Buffet lunch: \$ _____      |
| <input type="checkbox"/> Buffet breakfast: \$ _____      | <input type="checkbox"/> Plated dinner: \$ _____     |
| <input type="checkbox"/> Continental breakfast: \$ _____ | <input type="checkbox"/> Buffet dinner: \$ _____     |

**Request all current menus including: room service, restaurants and banquets**

## SPECIAL DIETS

Does catering/banquets have suggestions readily available to offer for the following special dietary requirements?

- Kosher
- Diabetic
- Atkins/low-carb
- Vegetarian
- Gluten-free

Is the catering staff prepared to handle these needs at the last minute?                      YES                      NO  
(in case attendees did not inform us of their requirements in advance)

## MEETING/EVENT SPACE

- [ ] Location of meeting space in relation to sleeping rooms? \_\_\_\_\_
- [ ] Are meeting rooms handicapped accessible?    YES                      NO
- [ ] Condition of carpets, drapes, etc.: \_\_\_\_\_
- [ ] Any renovations scheduled prior to/during our program? YES NO Date(s): \_\_\_\_\_
- [ ] Are all meeting rooms soundproof?
- [ ] Built-in sound systems in all meeting rooms?
- [ ] Locks on doors
- [ ] Built-in lighting
- [ ] Built-in temperature control? Each room? YES    NO
- [ ] Built-in Sound Control? Each Room YES NO



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How far in advance of the meetings start time will a room be set up? \_\_\_\_\_

Can meeting rooms be held day before set-up at no charge? \_\_\_\_\_

## Ballroom/General Session

- Tot sq ft \_\_\_\_\_  Ceiling height? \_\_\_\_\_
- Any obstructions with pillars or chandeliers? YES NO
- Can it accommodate a dance floor? YES NO
- Able to set up rear-screen projection? YES NO
- One screen or 2 \_\_\_\_\_
- Will a separate sound system be required? If so, cost: \_\_\_\_\_

## Breakout Rooms

- Total number of breakout rooms? \_\_\_\_\_
- Average sq ft \_\_\_\_\_  Average ceiling height? \_\_\_\_\_
- Number with solid walls? \_\_\_\_\_  Number with airwalls? \_\_\_\_\_
- Do any rooms have built-in screens? YES NO
- Electrical availability? \_\_\_\_\_
- Wireless access? YES NO Fee: \_\_\_\_\_

## Exhibit / Poster Space

- Proximity to General Session \_\_\_\_\_  Proximity to Food \_\_\_\_\_
- Proximity to Electricity \_\_\_\_\_  Proximity to Outdoor Access \_\_\_\_\_

## Registration Area(s)

- Built in registration counters? YES NO
- Area(s) available for registration? \_\_\_\_\_
- How close to meeting space? \_\_\_\_\_
- Is there a room available for conference office and storage? YES NO
- Can dedicated telephone lines be installed? YES NO
- Can internet be installed? YES NO Cost: \_\_\_\_\_
- Storage Availability? YES NO Where: \_\_\_\_\_
- Office location: \_\_\_\_\_

List which spaces would be reserved for our group:

Registration: \_\_\_\_\_ (BUILT-IN or TABLE-TOP)

General Session Room: \_\_\_\_\_

Continental Breakfast/Breaks/Exhibitors: \_\_\_\_\_

Posters: \_\_\_\_\_

Breakout 1: \_\_\_\_\_

Breakout 2: \_\_\_\_\_

Breakout 3: \_\_\_\_\_

Breakout 4: \_\_\_\_\_

Breakout 5: \_\_\_\_\_

Breakout 6: \_\_\_\_\_

Breakout 7: \_\_\_\_\_

Breakout 8: \_\_\_\_\_

Speaker Luncheon: \_\_\_\_\_

Attendee Luncheon: \_\_\_\_\_





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- Room nights are counted by total room nights used rather than peak room nights.
- Room rate available for all attendees 3 days pre- and post-event.
- Room nights used 3 days pre- and post-event will count towards total room night pick-up.
- NO more than 3-week cut-off date for attendee room reservations.
- Clearly stated release date for meeting space.
- Individual payment policy stated (i.e. attendees are responsible for their own reservations).
- Force majeure clause.
- Stated ADA compliance.
- Stated compliance with Federal, state, and local fire codes.
- Clearly stated additional charges (including but not limited to set-up, tear-down, hanging banners, etc.).
- NO charges for using own laptop computers and data projectors.
- Attendees' credit cards cannot be charged (for deposits, etc.) prior to the event.
- Construction/remodeling clause that allows withdrawal at no penalty if site alterations will interfere with conference.
- All meeting space clearly outlined by date and function. Change of meeting rooms permitted ONLY with written notice from hotel and client.
- If the hotel cancels the event, it will bear any additional cost of moving the event to an alternative venue and assist in finding alternative facilities.
- Cancellation policy to include option of rebooking a similar size conference within 1 year of the original program date.
- Number of suite upgrades at group rate: \_\_\_\_\_
- High-level suite upgrades for VIPs. Number: \_\_\_\_\_
  - o If yes, at what level? \_\_\_\_\_
- Complimentary room nights ratio: \_\_\_\_\_
- VIP amenities: \_\_\_\_\_

Comments:

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Provide 3 comparable groups and contact information, which have held a similar event in the past year:

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_