

Hotel Proposal

Prepared for

Prepared by

Proposal Date

Proposal Reference Number

1. Purpose of This Proposal

This Hotel Proposal outlines the proposed accommodation, facilities, services, and commercial terms offered by _____ ("**Hotel**") to _____ ("**Client**") for the purpose of _____.

This document is intended to present a clear commercial offer for consideration and discussion. Except where expressly stated otherwise, this proposal is non-binding and does not create any legal obligation on either party unless and until a separate written agreement is executed by both parties.

2. Overview of the Hotel

Hotel is a _____ located at _____.

The hotel offers accommodation, dining, meeting facilities, and guest services designed to support _____.

Key features include:

3. Scope and Proposed Services

Subject to availability and final agreement, the Hotel proposes to provide the following services:

Accommodation

Room Type(s):

Number of Rooms:

Check-in Date:

Check-out Date:

Maximum Occupancy per Room:

Facilities and Amenities

Access to common areas and standard hotel amenities

Use of meeting rooms, event spaces, or function areas

Audio-visual equipment, internet access, or technical support

Additional Services (if requested)

Catering or food and beverage services

Housekeeping and laundry services

Event coordination or concierge support

Transportation or shuttle services

The exact scope, specifications, and service levels will be finalized in a definitive agreement.

4. Pricing and Commercial Terms

The proposed pricing is outlined below and is subject to change prior to final confirmation.

Description	Quantity	Unit Price	Total

Prices are exclusive of applicable taxes, service charges, or government-imposed fees unless expressly stated otherwise.

5. Payment Terms

Subject to final agreement, the following payment terms are proposed:

Deposit: _____, payable by _____

Balance: Payable by _____

Accepted Payment Methods: _____

Late payments may result in modification or withdrawal of the proposed services.

6. Availability and Confirmation

All rooms, facilities, and services described in this proposal are subject to availability at the time of confirmation. Availability is not guaranteed until confirmed in writing by the Hotel and, where applicable, secured by a deposit or executed agreement.

7. Cancellations and Modifications

Any cancellation or modification of the proposed booking may result in fees or revised terms. Specific cancellation timelines, penalties, and change conditions will be addressed in the definitive agreement or booking confirmation.

8. Client Responsibilities

The Client is responsible for:

- Providing accurate and complete information relevant to the proposed stay or event
- Ensuring guest conduct complies with hotel policies and applicable laws
- Paying all charges in accordance with agreed terms
- Obtaining any permits, approvals, or insurance required for events or activities hosted at the Hotel

9. Hotel Policies

All guests and event participants will be required to comply with the Hotel's standard policies, including but not limited to policies relating to:

- Check-in and check-out
- Guest conduct and use of facilities
- Health, safety, and security
- Damage to property

Applicable policies will be made available upon request or prior to confirmation.

10. Non-Binding Nature of Proposal

This proposal is provided for discussion and evaluation purposes only. It does not constitute a contract, commitment, or guarantee of services. No binding obligation shall arise unless and until a formal written agreement is executed by both parties.

11. Validity Period

This proposal remains valid until _____, after which it may be withdrawn or revised without notice.

12. Acceptance and Next Steps

If the Client wishes to proceed, the Hotel will prepare a formal agreement or booking confirmation reflecting the agreed terms, conditions, and policies.

By signing below, the Client acknowledges receipt of this Hotel Proposal and confirms understanding of its non-binding nature.

Hotel

Name

Date

Signature

Client

Name

Date

Signature



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