



# Hotel Site Inspection Checklist

Prima Hotel / 27 Apr 2020 / Jenny Lum

Complete

Venue Name	Prima Hotel
Site Inspection Date	27th Apr, 2020 6:21 PM +08
Completed by	Jenny Lum

## Audit

### MEETING

**Group:**

P&C Corporation

**Address:**

5 Rowntree St, Balmain NSW 2041,  
Australia  
(-33.8560271, 151.1784245)

**Meeting Name:**

P&C Marketing Bootcamp

**Type of Meeting:**

Conference/Seminar

**Meeting Date(s)****From:**

8th Jul, 2020

**To:**

10th Jul, 2020

**Number of Days:**

3

**Date(s) Flexible?**

Yes

**Alternative Dates:**

July 15-17 2020

**Day Pattern Flexible?**

No

**Meeting Planner:**

Jenny Lum

**Planner's Company (if different than group's):**

Pierce's Events and Planning

**Planner's Address (if different than group's):**

41-49 Henderson St, Turrella NSW  
2205, Australia  
(-33.928582899999999,  
151.1433938)

**Planner's Phone:**

+61 491 570 156

**Planner's FAX:**

+61 491 570 157

**Planner's E-mail**

[pcevents@gmail.com](mailto:pcevents@gmail.com)

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**PROPERTY**

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**Property Name:**

Prima Hotel

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**Property Address:**

18 Ennis St, Balmain NSW 2041,  
Australia  
(-33.8602646, 151.1777591)

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**Phone:**

+61 491 570 634

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**FAX:**

+61 491 570 634

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**Property Website Address:**

[prima.com](http://prima.com)

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**AAA Rating (Diamonds):**

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**Mobil Rating (Stars):**

4 star

Add airports.

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**Airport**

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**Complimentary Transportation?**

Yes

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**Approximate Taxi Fare:**

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**Type of Property?**

Hotel

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**Number of Hotel Sleeping Rooms:**

68 available on target date

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**Rooms with Double Beds:**

25

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**Rooms with King Beds:**

17

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**Rooms with Twin Beds:**

26

**Non-Smoking Rooms:**

all rooms are non-smoking

**Number of Restaurants :**

2

**Number of Lounges:**

2

**Construction Planned?**

No

**ADA Compliant?**

Yes

**Rate the following: (1 poor – 5 average – 10 superior)**

**Lobby Decor:**

**8**

From 1 to 10

**Lobby Condition/Cleanliness:**

**8**

From 1 to 10

**Restaurant(s) Condition/Cleanliness:**

**8**

From 1 to 10

**Lobby Seating/Location:**

**6**

From 1 to 10

**Restaurant(s) Menu Selection/Pricing:**

**7**

From 1 to 10

**Restaurant(s) Food Quality:**

**8**

From 1 to 10

**Public Restrooms Condition/Cleanliness:**

**9**

From 1 to 10

**Public Restrooms Proximity:**

**7**

From 1 to 10

**Lobby Decor:**

**10**

From 1 to 10

**Lobby Seating/Location:**

**10**

From 1 to 10

**Adequate Security:**

**8**

From 1 to 10

**Restaurant(s) Décor:**

**9**

From 1 to 10

**Overall Rating:**

**8**

From 1 to 10

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## SLEEPING ROOMS

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### Group Rate (\$)

---

**Single:**

From \$100.00 pr

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**Double:**

From \$120.00 pr

---

**Suite:**

From \$210.00 pr

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### Rack Rate (\$)

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**Single:**

---

**Double:**

---

**Suite:**

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### Complimentary Rooms (\$)

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Per night

Cumulative

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**Plus Over and Above:**

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**Room Tax (%) plus additional per night, if applicable:**

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**Room Tax (\$)**

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### Room Block by Day:

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Enter day.

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**Day**

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**Day 1**

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**Date:**

8th Jul, 2020 7:00 AM +08

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**Number of Rooms:**

30

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## Day 2

Date: 9th Jul, 2020 7:00 AM +08

Number of Rooms:

30

## Day 3

Date: 10th Jul, 2020 7:00 AM +08

Number of Rooms:

30

Cut-Off Date: 10th Jul, 2020 9:00 PM +08

Days Out:

Rates available after cut-off date:	No
Work Space/Desk:	Yes
Dataport:	Yes
Sitting Area:	Yes

## Rate the following: (1 poor – 5 average – 10 superior)

Proximity to Meeting Space: **7**  
From 1 to 10

Condition/Cleanliness: **7**  
From 1 to 10

Decor: **6**  
From 1 to 10

General Amenities: **8**  
From 1 to 10

Bathroom Condition/Cleanliness: **8**  
From 1 to 10

Square Footage of Room: **8**  
From 1 to 10

Overall Rating **8**  
From 1 to 10

Bathroom Amenities: **8**  
From 1 to 10

## MEETING ROOMS

Space Available on requested dates?

Yes

Set-Up Charges (\$)

To be discussed

Room Rental Charge (\$)

To be discussed

**Rate the following: (1 poor – 5 average – 10 superior)**

Proximity to Sleeping Rooms:

**8**

From 1 to 10

Soundproofing:

**5**

From 1 to 10

Condition/Cleanliness:

**8**

From 1 to 10

Ceiling Height:

**7**

From 1 to 10

Lighting:

**7**

From 1 to 10

Décor:

**6**

From 1 to 10

Sound System:

**8**

From 1 to 10

Equipment (e.g. tables, chairs):

**8**

From 1 to 10

Elevators number/proximity:

**7**

From 1 to 10

Heating/Ventilation:

**8**

From 1 to 10

Public Telephones number/proximity:

**5**

From 1 to 10

Restroom cleanliness:

**8**

From 1 to 10

Overall Rating :

**7**

From 1 to 10

Restroom proximity:

**6**

From 1 to 10

**FOOD & BEVERAGE**

## Approximate Cost for:

Full Breakfast \$/person

27.30\$

Continental Breakfast \$/person

18.24\$

Dinner \$/person

18.24\$

Lunch \$/person

18.24\$

Coffee \$/person

5.12\$

Tax (%)

10%

Service Charge (%)

10%

Guarantees needed by (days)

Overset guarantee by (%)

## Rate the following: (1 poor – 5 average – 10 superior)

Presentation:

**8**

From 1 to 10

Menu Prices:

**7**

From 1 to 10

Menu Selections :

**8**

From 1 to 10

Willing to Divert from Menu:

**7**

From 1 to 10

Overall Rating:

**8**

From 1 to 10

Creativity:

**7**

From 1 to 10

## AUDIO/VISUAL



**In-house audio/visual company:**

available

**Exclusive?**

Yes

**Slide projector (\$)**

Available. Fee is included in the room rate.

**Overhead projector (\$)**

Available. Fee is included in the room rate.

**Screen (\$)**

Available. Fee is included in the room rate.

**Labor rates (\$)**

Available. Fee is included in the room rate.

**Data projector (\$)**

Available. Fee is included in the room rate.

**Union Rules?**

No

**Rate the following: (1 poor – 5 average – 10 superior)**

**Equipment availability:**

**10**

From 1 to 10

**Equipment price :**

**10**

From 1 to 10

**Equipment condition :**

**8**

From 1 to 10

**Overall Rating:**

**10**

From 1 to 10

**SERVICE & AMENITIES**

**Business Center?**

Yes

**Hours:**

9am-5pm

**Parking?**

Yes

**Cost per day (\$)**

20\$

**Fitness Center?**

Yes

Complimentary for guests?

Yes

Golf on Premises?

No

Pool?

Yes

Type?

Outdoor

Tennis on Premises?

No

Rate the following: (1 poor – 5 average – 10 superior)

Overall Rating:

**8**

From 1 to 10

## FACILITY POLICIES

Cancellation Penalty by:

7th Jul, 2020

Charge (\$)

85\$

Attrition Penalty by:

8th Jul, 2020

Percent (%)

20

Deposit by:

1st May, 2020

Required amount (\$)

56,232\$

## ESTIMATED EXPENSES OF MEETING FOR THIS SITE

Sleeping Room Expenses (\$)

Food & Beverage Expenses (\$)

A/V & Other Equipment Expenses (\$)

Travel Expenses (\$)

Meeting Room Expenses (\$)

Other Meeting Expenses (\$)

TOTAL ESTIMATED EXPENSES (\$)

**NOTES:**

Unanswered areas are to be further discussed and computed with the Hotel and client group. Will update this form once final.

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