

# HOTEL GUIDE

FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
529-7	<b>PROPERTY CHARACTERISTICS</b>	Type of Accommodation – Hotel		A hotel which provides a wide variety of services & amenities including food & beverage outlets, meeting rooms & recreational activities.
529-7		Type of Accommodation – Motel		A property which provides only some of the facilities & amenities of a full service property. This category includes properties commonly referred to as motels.
529-7		Type of Accommodation – Suite/Apartment hotel		A hotel in which all rooms have "separate", but not necessarily physically divided, "sleeping & living areas."
529-7		Type of Accommodation – Beverage Hotel		A hotel where the primary source of revenue is from alcoholic beverage sales in the bar, beer vendor sales, VLT's, food and rooms.
	Facilities Provided			Refers to the services provided by the hotel, e.g. Restaurants, beverage rooms, meeting and banquet rooms.
529-7		Dining Room		
529-7		Meeting Room(s)		
529-7		Coffee Shop		
529-7		Lounge		
529-7		Gift Shop		
529-7		Bar		
529-7		Banquet Room		
529-7		Cabaret		
529-7	Recreational Facilities	Pool		Swimming pool for the hotel room guests.
529-7		Games Room		Room containing arcade, video equipment, shuffleboard, etc... for the use of the hotel guests.
529-7		Waterslide		A swimming pool equipped with a waterslide for the hotel room guests.
529-7		Fitness Area		A room or set up usually adjacent to the swimming pool containing exercise equipment for the hotel guests.
529-7		Other (Specify)		A room or facility within your hotel not contemplated in this questionnaire.
	Room Amenities			An amenity is a feature of an improvement that enhances its suitability for its basic use. A fireplace in a single-family residence is an amenity, as is covered parking at an apartment complex.
529-7		Cable TV		
529-7		Bar Fridge		
529-7		Modem/Data Lines/Wireless Internet		
529-7		Mini-Bar		
529-7		In-Room Pay for TV Movies		
529-7		Room Service Available		
529-7		Jacuzzi Tub		
529-7		Laundry Service Available		
529-7		Kitchenette		
529-7		Safety Deposit Box Available		
529-7		Coffee Maker		
529-7		Fax service Available		
529-7		Iron/Ironing Board		
529-7		Hair Dryer		
529-7		Other (Specify)		
	Charges Included in Room Rates			Charges Included in room Rates
529-7		Telephone – Included		Cost of local telephone calls included in the daily room rate.
529-7		Telephone – Not Included		Cost of local telephone calls not included in the daily room rate.
529-7		Parking – Included		Cost of hotel parking included in the daily room rate.
529-7		Parking – Not Included		Cost of hotel parking not included in the daily room rate.
529-7	Number of Indoor Parking Spaces			
529-7	Number of Outdoor Parking Spaces			
529-7	Canada Select Star Rating (if applicable)			The Rating Program is defined as "the rating of like accommodations on the basis of cleanliness, comfort and safety, as well as the extent and quality of facilities and amenities".
	<b>SUMMARY INCOME INFORMATION</b>			
529-7	Rooms	Total Number of Rooms Available		The total number of hotel rooms including all types.
529-7	Room Summary	Room Type – Single		A hotel room for rent furnished with 1 single or twin bed.
529-7		Room Type – Double		A hotel room for rent furnished with 2 single or twin beds.
529-7		Room Type – King Size		A hotel room for rent furnished with two queen beds or one king bed.

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529-7	Room Summary	Room Type – Suites		A two room suite with partition including one queen bedroom and a living room with pull out couch.
529-7		Number of Each – Self-Explanatory		The total number of rooms available.
529-7		Overall Occupancy Rate (for the Calendar Year requested) - %		Is the total number of occupied rooms divided by the total number of rooms available per year.
529-7		Total Number of Occupied Room Nights (for the Calendar Year requested)		Total number of occupied rooms for the Calendar Year requested.
529-7		Average Daily Room Rate		Is the total annual room revenue divided by the (total number of rooms multiplied by 365)
529-7	VLT Summary (if Applicable)	Total Number of VLT's		Total number of Video Lottery Terminals on the premises.
529-7		Annual VLT Income		
529-7	ATM Summary (if Applicable)	Total Number of ATM's (owned)		Is the total number of Automated Teller Machines on the premises.
529-7		Acquisition Cost		Is the cost to acquire the Automated Teller Machines.
529-7		Total Number of ATM's (Leased)		Is the number of Automated Teller Machines that are leased.
529-7		Leasing Cost per ATM		Is the annual cost to lease each Automated Teller Machine.
529-7		Lease Term _____ to _____		Lease start date and lease end date.
529-7		Operating Expenses		Identify if any.
529-7		Servicing Fees		Is the cost of ATM servicing fees, if any.
529-7		Total Number of ATM Transactions (Annual)		Is the total number of ATM transactions per ATM per year.
529-7	Annual Parking Rev. (if Applicable)	Outdoor Parking		Total number of outdoor parking stalls.
529-7		Indoor Parking		Total number of indoor parking stalls.
529-7	<b>INCOME &amp; EXPENSE INFORMATION</b>			
529-7	Revenue	Rooms	701	
529-7		Food	702	This account should be credited with revenues derived from the sale of food, including coffee, milk, tea & soft drinks and includes food sales from all departments except banquet, banquet should be identified separately.
529-7		Beverage	703	This account should be credited with revenues derived from the sale of beverage. Typically the revenue should be classified by facility. Sales may be segregated in wines, liquors, beers and ales.
529-7		Banquet/Meeting Rooms	704	Revenue derived from the rental of public meeting rooms, excluding guest bedrooms and suites.
529-7		Vendor Sales	705	Is all beer vendor sales including bottle exchange income, but not including misc. income from sale of ice or confection.
529-7		VLT Net Income	706	Is the total annual revenue after government portion and payout for winnings, but before repairs and maintenance, labour and other expenses.
529-7		ATM Net Income	707	Is the net income to the hotel from each ATM per year.
529-7		Rental Income	708	Income from rent derived from a third party lease for retail space, gift shop, restaurant or space rented to a public utility.
529-7		Parking Income	709	Income derived either through direct rent to guests or the public, or indirectly through a parking lot management company.
529-7		Telephone	710	Income from guest telephone calls not included in daily rate either local or long-distance and any pay telephone revenue.
529-7		Other	711	Is revenue from vending machines, movie rentals, pool tables, video games, etc...
529-7		<b>TOTAL REVENUE</b>	<b>712</b>	
529-7	Departmental Expenses	Rooms Total	713	Labour costs, product costs & other expenses which can be directly allocated to a revenue department.
529-7		Food Sales Total	714	The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately.
529-7		Beverage Sales Total	715	The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately.
529-7		Banquet/Meeting Rooms	716	
529-7		Cost of Vendor Sales	717	The direct cost of all beer vendor sales excluding inventory but including the cost of bottle exchange. The wage cost should be shown separately.
529-7		Telephone	718	Includes the cost of providing telephone service to the hotel and guests and the pay telephones.
529-7		Wages – Vendor Sales	719	The cost of labour to serve and sell beer at the beer vendor.
529-7		Other	720	The direct cost of the income derived from this source including cost of confectionary goods but excluding labour.

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FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
529-7		*Please complete Schedule A TOTAL DEPARTMENTAL EXPENSES	721	Is the total cost of each income department including both direct cost of goods and the labour costs.
529-7	Undistributed Operating Expenses			Expenses not directly related to departments including: administration & general, marketing, property operation & maintenance, energy costs & other unallocated operated departments.
529-7		*Total Administration & General *Please Complete Schedule A	722	Includes the salaries and wages of all administrative personnel not associated with a particular department. Expense items related to the management and operations of the subject property are also allocated to this category.
529-7		Advertising, Marketing & Promotions	723	Consists of all costs associated with advertising, sales, and promotion; these activities are intended to attract and retain customers.
529-7		Heat, Light, Power & Water	724	Total energy expenses for the twelve month period.
529-7		Repair & Maintenance	725	Expenses that are necessary to keep the facility open and prevent damage (e.g. plumbing repairs, heating repairs, and electrical items, etc.). This category must only contain components that can be expensed rather than capitalized. *(e.g. if a table leg breaks, repairing the leg would be considered an expense chargeable to repair and maintenance. If the table is replaced, it becomes a capital expenditure that would not fall into repair and maintenance expense but in the reserve for replacement account).
529-7		Franchise Fees	726	Number of fees that are commonly charged as part of a given hotel's affiliation with a hotel chain. Reservation fees, marketing assessments, and royalties are the most common ongoing expenses. Reservation fees would be categorized as a rooms department expense. Marketing is categorized as a marketing department expense. *The royalty portion is considered the franchise fee and is charged as a percentage of rooms revenue.
529-7		Other Expenses	727	
529-7		TOTAL UNDISTRIBUTED OPERATING EXPENSES	728	Total of lines 719 to 724
	Fixed Expenses			Fixed Operating Expenses are those costs of doing business that do not vary with occupancy or output and that have to be paid whether the property is occupied or vacant. Fire insurance & property taxes are examples.
529-7		Insurance	729	Expense category consisting of the cost of insuring the hotel and its contents against damage or destruction by fire, weather, sprinkler leakage, boiler explosion, plate glass breakage, and so forth. *It does not include liability coverage, which would be an administrative and general expense.
529-7		Other Fixed Expenses	730	
529-7		Realty taxes	731	Annual Property Tax Bill
529-7		Business Taxes	732	Annual Business Tax Bill
529-7		TOTAL FIXED EXPENSES	733	Total of lines 726 to 729.
529-7	CAPITAL EXPENDITURES SUMMARY			Investments of cash or the creation of liability to acquire or improve an asset, e.g., land, buildings, building additions, site improvements, machinery, equipment; as distinguished from cash outflows for expense items that are normally considered part of the current period's operations.
529-7	Type	Roof – Incurred _____ Date _____		
529-7		Windows – Incurred _____ Date _____		
529-7		Heating (HVAC) – Incurred _____ Date _____		
529-7		Other (Specify) – Incurred _____ Date _____		
	FURNITURE, FIXTURES & EQUIPMENT (FF & E)			All non real estate items such as hotel furniture, fixtures and equipment. This category includes guest room, dining room, and lounge furnishings; kitchen equipment; front office and administration equipment and other decorative items. These are essential to operating a lodging facility.
529-7		Est. Replacement Cost New of FF & E		
529-7		Annual Rate of Depreciation applied to FF & E _____ %		Annual percentage of depreciation applied against total value of furniture, fixtures and equipment.
529-7		Est. Depreciated Value of FF & E		Market value of the depreciated furniture, fixture and equipment for the requested income and expense year.
	LICENSED CAPACITY - Facilities			Designated areas within an establishment that have been approved for the consumption of alcohol by the Manitoba Liquor Control Commission (e.g. beverage room, dining room, lounge, banquet/meeting rooms, etc.). The MLCC will post the maximum number of seats allowed per licensed area and type of licence issued.

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FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
529-7		Please list the posted capacity (MLCC) of the following facilities where applicable:		
529-7	Banquet Room(s)	# of Rooms		Area typically rented out to hotel guests or outside individuals and organizations for a private reception.
529-7	Banquet Room(s)	Capacity (# of Patrons)		
529-7	Dining Room(s)	# of Rooms		Area used for the consumption of food and beverage by the hotel guests or the public. Service of liquor is only with a meal.
529-7		Capacity (# of Patrons)		
529-7	Meeting Room(s)	# of Rooms		Area typically rented out to hotel guests outside individuals and organizations for a private reception.
529-7		Capacity (# of Patrons)		
529-7	Beverage Room(s)	# of Rooms		Area used for the consumption of alcohol. All types of liquor may be served.
529-7		Capacity (# of Patrons)		
529-7	Lounge(s)	# of Rooms		Area used for the consumption of alcohol. Service of liquor is with or without a meal.
529-7		Capacity (# of Patrons)		
529-7	Cabaret	# of Rooms		Area used for the consumption of alcohol and providing live entertainment. Service of liquor is with or without a meal.
		Capacity (# of Patrons)		
A-529-8	<b>SUPPLEMENTARY DEPARTMENTAL EXPENSE INFORMATION</b>			
A-529-8	Rooms	Front Desk		Cost of operating the front desk, i.e. wages for Room Department managers, front desk clerks, and cost of benefits this Department.
A-529-8		Maid Service		Cost of wages for cleaning personnel for this Department.
A-529-8		Supplies		Room cleaning supplies, soap, shampoo, towels.
A-529-8		Other		
A-529-8		Rooms Total (*transfer to Form 529-7 Line 713)		
A-529-8	Food Sales	Cost of Sales		The cost of the food product and non alcoholic beverages
A-529-8		Cost of Wages		The cost of wages attributable to preparing and serving food and non-alcoholic beverages.
A-529-8		Cost of Benefits		The cost of benefits such as EI, CPP, subsidized meals for employees that serve food and non-alcoholic beverage.
A-529-8		Entertainment		Expenses related to entertainment for the promotion of food sales.
A-529-8		Supplies		Supplies include such items as napkins, condiments that would be used in the sale of food.
A-529-8		Other		
A-529-8		Food Sales Total (*transfer to Form 529-7 Line 714)		
A-529-8	Beverage Sales	Cost of Sales		Cost of alcohol products that are served in all areas of the hotel.
A-529-8		Cost of Wages		Cost of the wages of personnel that serve the alcohol product, i.e. bartenders, waitresses.
A-529-8		Cost of Benefits		The cost of benefits such as IE, CPP, for employees that serve alcoholic beverage.
A-529-8		Entertainment		Expenses related to entertainment for the promotion of alcoholic beverages, i.e. special events, dancers, etc...
A-529-8		Supplies		Supplies include such items as glasses, single bottle dispensers, etc... that would be used for the alcoholic beverages.
A-529-8		Other		
A-529-8		Beverages Sales total (*transfer to 529-7 line 715)		
A-529-8	Meeting Rooms/Banquet Sales	Cost of Sales		Includes the cost of food and beverage for meeting/banquet functions.
A-529-8		Cost of Wages		Cost of the wages of personnel that work in the Meeting/Banquet Department.
A-529-8		Cost of Benefits		The cost of benefits such as IE, CPP, for employees that are employed in the Meeting/Banquet Department.
A-529-8		Entertainment		
A-529-8		Supplies		Supplies include such items as table cloths, glasses, cutlery, napkins, etc...
A-529-8		Other		
A-529-8		Banquet/Mtg Rooms Sales Total (*transfer to 529-7 Line 716)		
A-529-8	<b>ADMIN. &amp; GENERAL EXPENSE INFORMATION</b>			
A-529-8	Column A	Accounting		The wage cost for accounting for all departments including accounting for general expenses related to courier, automobile, utilities, etc...

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FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
A-529-8		Automobile		Automobile expenses such as leases, gas, automobile maintenance.
A-529-8		Bank charges (Net of Interest)		Bank charges related to the operation of the hotel only excluding interest charges.
A-529-8	Column A	Business License & Dues		Business licenses such as Liquor licenses and dues for association with hospitality associations.
A-529-8		Credit Card Commissions		The amount of commissions paid to credit card organizations.
A-529-8		Courier		Fees for courier delivery service related to the operation of the hotel.
A-529-8		Cable Television		Cable vision charge to the hotel. Cable vision would cover areas for lounges, bars, etc...
A-529-8		Canada Pension Plan		Contributions to CPP for employees of the administrative related personnel.
A-529-8		Cash Over & Short		Cashiers overages and shortages should be entered in this account.
A-529-8		Designated Driver Program		Cost for wages and vehicles for the DD program.
A-529-8		Employment Insurance		Contributions to EI for employees of the administrative related personnel.
A-529-8		Employee Benefits		Benefits such as pension, dental plans which the company contributes to for personnel in this Department, i.e. Janitors, Security, etc...
A-529-8		Equipment Rental & Lease		Rental or lease of overhead projectors for meeting rooms or other items that are used on a short term basis.
A-529-8		Garbage		The cost of garbage pickup contracts.
A-529-8		Hotel Supplies		The cost of supplies that would not be associated with any one Department.
A-529-8		Janitorial Services		Cost of contracts with Janitorial services.
A-529-8		Legal Fees		Cost of legal fees, i.e. Appeal costs, law suits, etc...
A-529-8		TOTAL COLUMN A		
A-529-8	Column B	Laundry & Linen		Includes the cost of uniforms or supplies to keep house laundry clean.
A-529-8		Management Fee(s)		
A-529-8		Management Wage(s)		Management wages for departmental or hotel managers on site, i.e. Manager of food and beverage, etc...
A-529-8		Office Supplies		Cost of printed forms, service manuals, stationery and office supplies when used by the manager's office, the accounting office or by employees whose salaries are charged to this group.
A-529-8		Professional Fees		The cost of attorneys, public consultants and professional consultants, including fees, travel and other reimbursable expenses.
A-529-8		Employee Transportation		Cost of transporting employees, taxis, bus.
A-529-8		Reservation Fees		Room reservation fees that are not part of Franchise Fees.
A-529-8		Security		Cost of either security contract or wages of security people employed.
A-529-8		Sign Rentals		Rentals of signs for promotion.
A-529-8		Travel & Entertainment		Cost of travel and reimbursable expenses of officers and employees of the hotel, traveling on the hotel's business, except traveling in connection with business promotion should be charged to marketing.
A-529-8		Worker's Compensation		Payments to Workers Compensation for employees.
A-529-8		Other (please specify)		
A-529-8		Other (please specify)		
A-529-8		Other (please specify)		
A-529-8		TOTAL COLUMN B		
A-529-8	*Total Admin & Gen. Expenses	Column A + Column B = (*transfer to 529-7 line 722)		