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Property Set Up Form

Overview: This worksheet is meant for customers who are requesting BookingCenter to set up and customize their Software. This sheet is intended to be entered in conjunction with the Property Enrollment Form. Together, these sheets will enable BookingCenter to establish your property online and begin selling rooms through the BookingCenter Network. Please make sure you visit <u>all</u> the worksheets in this spreadsheet. Once completed, BookingCenter will email you the complete datafile for use in your BookingCenter Software so that changes, modifications, and ongoing maintenance will be done using the BookingCenter Software by the Property Manager. When you are finished entering your property data into this worksheet, email, fax, or mail it to:

BookingCenter, 14945 Coleman Valley Road, Occidental, California, USA, 95456 tel:01-707-874-3922, Fax: 01-718-228-5959, or email: support@bookingcenter.com.

Note: Please choose IDs (for Room Types, Rates, and Rooms) that are less than 10 characters long.

Room Types

Room Type Directions: Begin by entering your Room Types. These are usually "single rooms", "double rooms", or "Queens". Make sure you fill in each cell for each Room Type you create. Create as many as you need by copying and pasting more cells below the 3 that we provide. Also, take time to proof-read the Long and View Description text, as this text will appear online at all places your property will be bookable. Refer to the sample on the next worksheet.

Rates

Rate Type Directions: Assign the Rate Types you use. These rates are usually basic rates such as "Corporate", "Repeat Visitor", "Rack rate" etc. These rates will create the default rates applied to your Rooms or Room Types. Remember that you can choose single, double or other occupancy basis for your rates. Just remember to tell us the value of "x" (number of adults the rate applies to as default). If you offer weekly rates, enter rate information for daily and weekly bookings as applicable. If you have no children or infant rates, leave this blank. Remember - rates are designed to be entered as per day rates, regardless of whether they are daily or weekly. Create as many as you need by copying and pasting more cells below the 3 that we provide. Refer to the sample on the next worksheet.

Rooms

Room Directions: When you have finished entering Room Type and Rate information, you can then create your Rooms. Basically, you will be applying a default Room Type and Rate to every Room you create. You can always choose a different rate later, but the default will be given in the absence of a Season or Rate Over-ride. Rooms will usually be named as "room 101",. "room 102", "room 103", etc. However, feel free to name them as you wish in the Short Description. For instance, if you use "Sunshine Room" instead of "Room 101" use that name here. Tell us whether the room should be published on the Internet or not. Finally, please tell us how many beds, persons, and extra persons (if any) the room can hold. (Each Room is assumed to be a Daily Booking, i.e. not hourly or venue booking). Create as many as you need by copying and pasting more cells below the 3 that we provide.

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Room Types

Add as many Room Types as you need below.

This page should be printed in Landscape .

Sample!							
Type ID	twin	**Rate ID**	corp		**Room ID**		101
Short Description (for internal use)	Twin Room	Short Description (for internal use)	Corporate Rate		Short Description (for internal use)		101
Long Description (public - for Internet users)	Beautiful and expansive. . .		**Daily**	**Weekly**	Room Type ID		twin
View Description (public - for Internet users)	Overlooking. . .	First x Adults:	95	400	# of Beds		2
Permanent Beds in Room Types	2	Extra Adults:	90	300	# of Persons		4
Maximum Guests in Room Type	4	Children:	20	20	# of Extra Persons		1
Amenities	1,3,9,12	Infants:	10	10	Publish to Network?	yes	
		x=	2		Default Rate	corp	
					Room Type	twin	

Amenities (use the code numbers from the list on the right and use as many as necessary. If your rooms offer these amenities, it is best to let prospective guests know.)

Room Types

Type ID
Short Description (for internal use)
Long Description (public - for Internet users)
View Description (public - for Internet users)
Permanent Beds in Room Types
Maximum Guests in Room Type
Amenities

Type ID
Short Description (for internal use)
Long Description (public - for Internet users)
View Description (public - for Internet users)
Permanent Beds in Room Types
Maximum Guests in Room Type
Amenities

Type ID
Short Description (for internal use)
Long Description (public - for Internet users)
View Description (public - for Internet users)
Permanent Beds in Room Types
Maximum Guests in Room Type
Amenities

Type ID
Short Description (for internal use)
Long Description (public - for Internet users)
View Description (public - for Internet users)
Permanent Beds in Room Types
Maximum Guests in Room Type
Amenities

Amenity Code   **Amenity List**

1 Bathroom - Private
2 Bathroom - Shared
3 Bathtub - Regular
4 Bathtub - Oversized
5 Bathtub / Shower Combination
6 Shower Stall
7 Jacuzzi / Hot Tub in Room
8 Clock Radio
9 Tea / Coffee Making Facilities
10 Fireplace in Room
11 Hair Dryer
12 Minibar
13 Modem Jack in Room
14 Internet Access
15 Refrigerator
16 reserved for future use
17 Television
18 Television with Cable / Movies
19 Hearing Impaired Services
20 Air Conditioning
21 Stereo System
22 Safe Deposit Box in Room
23 Kitchenette
24 Microwave
25 Smoke Detector
26 Sofabed / Foldaway / Z-Bed
27 Balcony
28 Physically Disabled Facilities
29 Desk
30 Voice Mail
31 Free Local Phone Calls
32 Turndown Service
33 VCR in Room
34 VCR for Rent
35 Iron / Ironing Board
36 Complimentary Breakfast

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Add as many more Rates as you need.

Rates
Rate ID
Short Description (for internal use)

	Daily	Weekly	Weekend
First x Adults:			
Extra Adults:			
Children:			
Infants:			
(# of adults) x=			

**If offer weekend rates, Weekend Days are:
(Place an X)
Friday
Saturday
Sunday

**If offer Weekly rates, your week is:
(Place an X)
Six Days
Seven Days

Rate ID
Short Description (for internal use)

	Daily	Weekly	Weekend
First x Adults:			
Extra Adults:			
Children:			
Infants:			
(# of adults) x=			

Rate ID
Short Description (for internal use)

	Daily	Weekly	Weekend
First x Adults:			
Extra Adults:			
Children:			
Infants:			
(# of adults) x=			

Example

Rate ID	corp		
Short Description (for internal use)	Corporate Rate		
	Daily	**Weekly**	**Weekend**
First x Adults:	95	85	110
Extra Adults:	90	80	100
Children:	20	20	20
Infants:	10	10	10
x=	2		

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Add as many more Rooms as you need.

Rooms

Room ID
Short Description (for internal use)
Room Type ID
# of Beds
# of Persons
# of Extra Persons
Publish to Internet?
Default Rate
Room Type

Room ID
Short Description (for internal use)
Room Type ID
# of Beds
# of Persons
# of Extra Persons
Publish to Internet?
Default Rate
Room Type

Room ID
Short Description (for internal use)
Room Type ID
# of Beds
# of Persons
# of Extra Persons
Publish to Internet?
Default Rate
Room Type

Example

Room ID	101
Short Description (for internal use)	101
Room Type ID	twin
# of Beds	2
# of Persons	4
# of Extra Persons	1
Publish to Network?	yes
Default Rate	corp
Room Type	twin

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Place an X next to each ACTIVITY you offer at your property and a note describing how you support the activity. This will be read by travellers searching online for hospitality that can provide activities like this.

Distance from Property in Miles or *Minutes* or *Km,* or *note if On Site*

Activities	*Detailed Description*	
Beach		
Bicycling / Jogging Trails		
Billiards / Snooker		
Boating		
Casino		
Children's Activities		
Diving / Snorkeling		
Fine Dining		
Fishing		
Fitness Center / Gym		
Golf Course		
Health Spa / Massage		
Hiking		
Horseback Riding		
Museums / Galleries		
Nature Preserves / Trails		
Racquetball / Squash		
Snow Skiing		
Swimming Pool - Indoor		
Swimming Pool - outdoor		
Tennis		
Theater		
Tour Bus		
Volleyball		
Water Activities		
Wine Tasting		
Winter Sports		

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Place an X next to each
AMENITY you offer at
your property and a note
describing how you
support the amenity.
This will be read by
travellers searching
online for hospitality that
can provide amenities
like this.

	Amenities	*Brief Descrip*
1	Baby / Child Care	
2	Children Stay Free	
3	Pets Allowed	
4	Dry Cleaning / Laundry Service	
5	Guest Laundry Facilities	
6	Barber / Beauty Services	
7	Cribs	
8	Medical Services	
9	Business Center	
10	Meeting / Banquet Facilities	
11	Secretarial Services	
12	Currency Exchange	
13	Self Parking	
14	Valet Parking	
15	Free Parking	
16	Free Newspaper	
17	Truck / RV Parking	
18	Transportation to Airport	
19	Transportation to City	
20	Concierge	
21	Translation Service	
22	Restaurant / Cafe	
23	Lounge / Bar / Nightclub	
24	Room Service - 24-Hour	
25	Room Service - Limited Hours	
26	Room Service - Full Menu	
27	Room Service - Limited Menu	
28	Post / Parcel Service	
29	24 - Hour Front Desk	
30	Elevator	
31	Shops / Commercial Services	
32	Physically Disabled Services	
33	Express Check - Out	
34	Safe Deposit Box - Front Desk	
35	Whirlpool / Jacuzzi	
36	Photocopy service	
37	Complimentary Breakfast	

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Please provide the following information, if applicable.
If information is available on your Web site, then just note so.

List all Credit Cards Accepted:
Tax Rate:
Additional Service Charge Rate:
Minimum night stay for weekdays:
Minimum night stay for weekends:
Year Property Built:
Year Property Remodeled:

Season Name	Date Range	Seasonal Rate

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bookings May Not Start On (Place an X):							
Bookings May Not End On (Place an X):							

List Guest Discounts offe Discount %
(i.e. AAA, AARP, Corporate)

SMTP Server:
This address can be provided by your Internet service provider.
It is the email server that sends your emails, usually something like mail.earthlink.net.

SMTP User Name:
This is the user name required by your mail server to SEND email. This is required to 'log in' to your SMTP server and send mail from within BookingCenter. It is usually something like hotel@earthlink.net.

Billing Email:
This is the email address you would like your BookingCenter commission statement and bills to be sent to.