



HOTEL QUESTIONNAIRE

Business Name:

General Information

- 1) What is the occupancy rate for the past 12 month period? _____
- 2) What is the average room rate (\$) ? _____
- 3) How many years experience does ownership have managing hotels? _____
- 4) Any extended stay or long term rentals? Y _____ N _____
- 5) Is any space sublet to others? Y _____ N _____ If yes explain _____
 - a. Do the leases contain hold harmless and additional insured agreements? Y _____ N _____
 - b. Is evidence of insurance received annually? Y _____ N _____

- 6) Is there a restaurant operated by the applicant or food service? Explain
 - a. Are cooking surfaces protected by a UL 300 automatic extinguishing system? Y _____ N _____
 - b. Is there a contract to clean the ductwork? Y _____ N _____

- 7) Are there any facilities to hold weddings, banquets or meetings? Y _____ N _____
 - a. What is the max occupancy of the rooms? _____
 - b. How many weddings or banquets per year? _____
 - c. How many meetings per year? _____

Property

- 1) Percentage of the hotel provided with automatic sprinklers? _____
 - 2) Are there any attics or concealed spaces with dry pipe sprinkler systems? Y _____ N _____
 - 3) Have there ever been any sprinkler leakage claims at this location? Y _____ N _____
 - 4) Is there a maintenance contract for the sprinkler system? Y _____ N _____
 - 5) When was the date of the last flow test? _____
 - 6) Are there sprinkler water flow alarms? Y _____ N _____
 - 7) Are the hallways and common areas equipped with smoke detection that rings to a central station or 24 hours occupied station? Y _____ N _____
 - 8) Are all smoke detectors hard wired? Y _____ N _____
 - 9) If the property is more than 25 years old provide dates and explain any updating to the roof, HVAC systems, electric and plumbing? _____
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Security

- 1) Is there a manager/attendant on duty 24 hours each day? Y ___ N ___
- 2) Do any guest rooms have entry doors that open to the outside of the premises? Y _____ N ___
- 3) Is there electronic key access to all guest rooms? Y _____ N ___
- 4) Do all hotel access doors except the front entrance require a guest key to enter? Y _____ N ___
- 5) Are background checks performed on all employees prior to hiring? Y _____ N ___
- 6) Is there a parking garage? Y ___ N ___
- 7) Are there monitored surveillance cameras for building access points? Y _____ N ___

General Liability

- 1) Are there written contracts with all contractors who do work for the applicant (e.g., landscapers, snow removal, roofing maintenance, HVAC repair, security, construction work, etc.)? Y _____ N ___
 - a. Do the contracts require the contractor to hold the applicant as an additional insured and require the contractor to indemnify and hold harmless the applicant? Y _____ N ___
 - b. Are certificates of insurance obtained for general liability and workers compensation? Y ___ N ___
- 2) Explain how snow and ice removal is handled _____

- 3) Are showers/tubs equipped with grab bars and slip resistant surfaces? Y _____ N ___
- 4) Does the applicant serve liquor on premises? Y _____ N ___
 - a. Are servers provided with TIPS or comparable training? Y _____ N ___
 - b. What are annual liquor receipts (\$) ? _____
 - c. Are there happy hours/drink specials? Y _____ N ___
- 5) Is there any live entertainment on premises? Please describe _____

- 6) Is babysitting provided? Y ___ N ___
- 7) Is there a swimming pool? Y ___ N ___
 - a. Is there a lifeguard/attendant? Y _____ N ___
 - b. Is the pool area locked with controlled access? Y _____ N ___
 - c. Is the pool under video surveillance? Y _____ N ___
 - d. What is the maximum depth? Y _____ N ___
 - e. Is diving allowed or slides provided? Y _____ N ___
 - f. Are depth markers and rules prominently posted? Y ___ N ___
- 8) Are there any additional on premises amenities for the guests (playgrounds, health clubs, massage, spas, water sports, horseback riding, golf, beach front, bicycle rental, etc.) or off premises activities for guests offered by the applicant? Please describe and whether the applicant operates or subcontracts the activity. _____

- 9) If there are subcontracted activities indicated in question 8 above is there a written contract, does the contract contain a harmless agreement, an additional insured provision and are certificates of insurance obtained? Y N N/A
- 10) Is the hotel compliant with the Americans with Disabilities Act? Y N
- 11) Is there an elevator maintenance contract? Y N N/A

Automobile

- 1) Does the applicant provide transportation for customers? Y N
- a. How many company vehicles are used? _____
 - b. How many passengers do vehicles accommodate? _____
 - c. How many drivers are employed? _____
 - d. Are MVR's checked before hire and annually thereafter? Y N
 - e. What is the radius of travel? _____
 - f. Describe typical travel routes (e.g., airports, attractions, etc)? _____
- _____
- 2) Are valet parking services provided? Y N