



## RSAA FIT Contracting Form

### RTO-Tour Operators Contact Details & logo

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Internet: \_\_\_\_\_

### Hotel Contact Details & Logo

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Internet: \_\_\_\_\_

<b>Hotel</b>		<b>For internal use only:</b>		Received: <b>2/5/2004</b>	<b>Code:</b>
Address 1 _____			Address 2 _____		
City _____		State _____		ZIP _____ Site # _____	
Main _____	Phone _____	Telefax _____	E-mail _____	Hotel Chain _____	
Reservation _____	Phone _____	Telefax _____	E-mail _____	Affiliation _____	
Sales Contact: _____		Reservation Contact: _____		Accounting Contact: _____	
E-Mail: _____		Phone: _____		Phone: _____	

#### Rates & Taxes/Fees

<b>FIT Room type (A)</b>		<input type="checkbox"/> Standard		<input type="checkbox"/> ROH		<input type="checkbox"/> Superior		<input type="checkbox"/> Other:		Max. Occupancy:	
<b>Validity Dates</b>		<b>*Days of Week</b>	<b>Allotment</b>	<b>Cut-off</b>	<b>NET FIT Rates (in local currency)</b>						
From	To	(1-8)	Daily	(in days)	Single	Twin	Triple	Quad			

<b>FIT Room type (B)</b>		<input type="checkbox"/> Standard		<input type="checkbox"/> ROH		<input type="checkbox"/> Superior		<input type="checkbox"/> Other:		Max. Occupancy:	
<b>Validity Dates</b>		<b>*Days of Week</b>	<b>Allotment</b>	<b>Cut-off</b>	<b>NET FIT Rates (in local currency)</b>						
From	To	(1-8)	Daily	(in days)	Single	Twin	Triple	Quad			

**Blackout / Exception Dates** - Please maintain allotment during special events, but offer at a higher rate. Note these special exception dates & rates below:

<b>Special Events</b>		<input type="checkbox"/> Standard		<input type="checkbox"/> ROH		<input type="checkbox"/> Superior		<input type="checkbox"/> Other:		Max. Occupancy:	
<b>Validity Dates</b>		<b>*Days of Week</b>	<b>Allotment</b>	<b>Cut-off</b>	<b>NET FIT Rates (in local currency)</b>						
From	To	(1-8)	Daily	(in days)	Single	Twin	Triple	Quad			

Room Tax: \_\_\_\_\_ Occupancy Flat Tax: \_\_\_\_\_ Occupancy Flat Tax Percentage: \_\_\_\_\_ Additional Fees \_\_\_\_\_

\* **Days of week:** Days of the week that the rate applies. For example, 8 all days, 7-4 Sun-Thur, 5-6 Fri-Sat etc...  
 Week days: 1=Monday / 2=Tuesday / 3=Wednesday / 4=Thursday / 5=Friday / 6=Saturday / 7=Sunday / 8= all days

**Freesale Dates** FREESALE periods during which tour operators can sell & report bookings:

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# RSAA FIT Contracting Form

## RTO-Tour Operators Contact Details & logo

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

## Hotel Contact Details & Logo

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

### Terms and Conditions

**Special Features:** Rollaway bed charge \_\_\_\_\_ Wheelchair accessible rooms and facilities  Yes  No

### Special Offers (7 nights for the price of 6, etc.):

**Cancellation Policy**  4 PM same day  24 hours  48 hours  72 hours  Other: \_\_\_\_\_

**Cancellation Penalty:**  First night's room and tax  Other: \_\_\_\_\_

**Child Policy** Children up to the age of \_\_\_\_\_ are free of charge with existing bedding **Remarks:** \_\_\_\_\_

**Comp policy** room(s) per \_\_\_\_\_ paid \_\_\_\_\_ **Pets allowed**  Yes  No **Crib Policy** \_\_\_\_\_

**Porterage Charge** \$ \_\_\_\_\_  Per person  Per Bag Round Trip?  Yes  No

### Meals

**Room rate includes**  Continental Breakfast  American Breakfast  Buffet  Plated

If meals are not included in room rate, please provide net rates (inclusive of tax & gratuity):

Continental Breakfast \$ \_\_\_\_\_ American Breakfast \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_

### Billing & Payment

**Direct Billing established**  Yes  No **(If No, please include a Credit Application when returning this form.)**

All (RTO) passengers should present a voucher at check-in that covers room and tax only. (RTO) is not responsible for any incidental charges.

Invoices must be accompanied by the guest vouchers for proper payment. In lieu of a voucher, our rooming list is acceptable.

**Credit Cards Accepted For Incidentals:**  VISA  MC  AMEX  Others \_\_\_\_\_

### Contacts

Please take note of the following contacts at (RTO) in order to communicate any changes, amendments, additions set forth in this agreement and/or hotel contract:

Contractual amendments, rate changes, promotions

[contact info](#)

Renovations, closures, name changes

[contact info](#)

Sales & admin issues:

[contact info](#)

Blackouts, sellouts, stop sells etc

[contact info](#)

Accounting issues:

[contact info](#)

### Supplements

Please complete the Hotel Information Sheet shown on a separate tab of this worksheet.

**Additional Supplements: None (or "There are X additional supplements that must be completed at the request of (RTO)).**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

DISPUTE RESOLUTION: The parties agree that any dispute in any way arising out of or relating to this Agreement will be resolved by arbitration before the American Arbitration Association in the state and city in which the Hotel is located or the closest available location; provided, however, a dispute relating to infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located is will be the governing law, and any arbitration award will be enforceable in state or federal court.



# RSAA Standard Hotel Fact Sheet

## RTO-Tour Operator Details & Logo

## Hotel Contact Details & Logo

Tel: _____	Fax: _____	Tel: _____	Fax: _____
E-mail: _____	Internet: _____	E-mail: _____	Internet: _____
Main Contact		Main Contact	

<b>Hotel</b>	<b>For internal use only:</b>	Contractor: <b>0</b>	Received: <b>2/5/2004</b>	<b>0</b>
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Address _____	Address 2 _____		
City _____ State/Provi _____	ZIP/postal _____		
Main Phone _____ Telefax _____	E-mail _____ Hotel Chain _____		
Reservation Phone _____ Telefax _____	E-mail _____ Hotel Brand _____		
Year of construction _____	Last substantial renovation _____	Number of floors _____	Number of guest elevators _____

<b>Hotel Category / Building</b>	<b>Other category</b>
Official <input type="radio"/> 2* <input checked="" type="radio"/> 3* <input type="radio"/> 4* <input type="radio"/> 5* <input type="radio"/> none	<b>Deluxe</b> <input type="checkbox"/> Superior Deluxe <b>First</b> <input type="checkbox"/> Superior First <b>Tourist</b> <input type="checkbox"/> Superior Tourist
Remarks _____	<input type="checkbox"/> Deluxe <input type="checkbox"/> First <input type="checkbox"/> Tourist
Building Style <input type="checkbox"/> Contemporary <input type="checkbox"/> Traditional	<input type="checkbox"/> Moderate Deluxe <input type="checkbox"/> Moderate First <input type="checkbox"/> Moderate Tourist

<b>Number of rooms</b>	<b>with bathtub</b>	<b>with shower</b>	<b>no facilities or shared bath</b>
Total: _____	Single: _____ Twin: _____	Single: _____ Twin: _____	Single: _____ Twin: _____
	Double/Double: _____	Double/Double: _____	Double/Double: _____

<b>Number of Restaurants / Bars</b>	Restaurants _____	Bars _____	Remarks _____
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<b>Languages spoken at front desk</b>	<input type="checkbox"/> English	<input type="checkbox"/> Japanese	<input type="checkbox"/> Spanish	<input type="checkbox"/> Italian	<input type="checkbox"/> German	<input type="checkbox"/> French
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**Other languages spoken:** \_\_\_\_\_

### Location

Distance to city center \_\_\_\_\_ mi walking time \_\_\_\_\_ Min driving time \_\_\_\_\_ Min

Closest public transportation

Subway  Train  Tram  Bus Name \_\_\_\_\_ walking time \_\_\_\_\_ Min

Distance to closest shopping center \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to closest supermarket \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to closest restaurants \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to closest beach \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to closest train station \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to main exhibition center \_\_\_\_\_ mi Name \_\_\_\_\_ driving time by taxi \_\_\_\_\_ Min

Distance to the airport Name \_\_\_\_\_ mi driving time by taxi \_\_\_\_\_ Min

Name \_\_\_\_\_ mi driving time by taxi \_\_\_\_\_ Min

Location in relation to city center  north  west  north-west  south-west

south  east  north-east  south-east

Parking  Valet \$ \_\_\_\_\_  Self \$ \_\_\_\_\_  Public Nearby \$ \_\_\_\_\_

### Facilities / Services

Hotel	Room
<input type="checkbox"/> Air conditioning	<input type="checkbox"/> Cable TV
<input type="checkbox"/> Safe	<input type="checkbox"/> Telephone
<input type="checkbox"/> Bar	<input type="checkbox"/> Fax
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Voice Mail
<input type="checkbox"/> Coffee Shop	<input type="checkbox"/> Web TV - \$ _____
<input type="checkbox"/> Nightclub	<input type="checkbox"/> High-Speed Internet - \$ _____
<input type="checkbox"/> Game Room	<input type="checkbox"/> Dataport - \$ _____
<input type="checkbox"/> Gift shop	<input type="checkbox"/> CD Player - \$ _____
<input type="checkbox"/> Concierge/Tour desk	<input type="checkbox"/> Safe - \$ _____
<input type="checkbox"/> Conference/Meeting facilities	<input type="checkbox"/> Minibar
<input type="checkbox"/> Sauna/Spa open from _____ to _____	<input type="checkbox"/> VCR/DVD Player
<input type="checkbox"/> Porterage for groups \$ _____ per person in/out	<input type="checkbox"/> Coffee maker - \$ _____
Shuttle service provided by hotel <input type="checkbox"/> to city center <input type="checkbox"/> to airport	<input type="checkbox"/> Heater
Details _____	<input type="checkbox"/> Daily Cleaning
	<input type="checkbox"/> Ceiling Fan
	<input type="checkbox"/> Wet Bar
<b>Hotel Corridors:</b> <input type="checkbox"/> Interior	<b>Facilities For Disabled Guests</b>
<input type="checkbox"/> Exterior	<input type="checkbox"/> Hearing Impaired
<input type="checkbox"/> Interior & Exterior	<input type="checkbox"/> Sight Impaired
<b>Air Conditioning:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Central	<input type="checkbox"/> Wheelchair Accessible
<b>Voltage:</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220	<b>Bathrooms</b> <input type="checkbox"/> Bath Railings <input type="checkbox"/> Wheelchair Accessible
	<b>Ramps</b> <input type="checkbox"/> Inside Hotel <input type="checkbox"/> Around Property
	<b>Rooms</b> <input type="checkbox"/> Low Switches <input type="checkbox"/> Wheelchair Mobility
	<input type="checkbox"/> Toiletries
	<input type="checkbox"/> Slippers
	<input type="checkbox"/> Bathtub/Shower In Room
	<input type="checkbox"/> Iron/Ironing board
	<input type="checkbox"/> Jacuzzi
	<input type="checkbox"/> Bathrobe
	<input type="checkbox"/> Kitchen/Kitchenette
	<input type="checkbox"/> Refrigerator
	<input type="checkbox"/> Dishwasher
	<input type="checkbox"/> Range/Oven
	<input type="checkbox"/> Microwave
	<input type="checkbox"/> Dishes/Pots & Pans
	<input type="checkbox"/> Washer/Dryer
	<input type="checkbox"/> Iron/Ironing board
	<input type="checkbox"/> Balcony/Terrace/Patio
	<input type="checkbox"/> Windows Open

**Pool & Fitness**

<input type="checkbox"/> Indoor	<input type="checkbox"/> Heated?			
<input type="checkbox"/> Outdoor	<input type="checkbox"/> Heated?			
<input type="checkbox"/> Children's Pool	<input type="checkbox"/> Heated?			
<input type="checkbox"/> Whirlpool	<input type="checkbox"/> Heated?			
<input type="checkbox"/> Wading Pool	<input type="checkbox"/> Heated?			
<input type="checkbox"/> Sauna	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Steam Room	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Health Club	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Spa	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Sauna	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Scuba Diving	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Jet Ski	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Water Skiing	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Parasailing	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Windsurfing	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Boat Rental	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Scooter Rental	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Mini Golf	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Bicycle Rentals	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Pool/Billiards	<input type="checkbox"/> Cost? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
<input type="checkbox"/> Clay Tennis	<input type="checkbox"/> Cost Per Hour? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
_____ # of Courts				
<input type="checkbox"/> Hard Tennis	<input type="checkbox"/> Cost per Hour? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
_____ # Courts				
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Cost Per Round? \$ _____	<input type="checkbox"/> On Property?	<input type="checkbox"/> Nearby?	<input type="checkbox"/> Distance _____
_____ # Holes				

**Beach (if applicable)**

Sand     Rock     Private     Suitable For Children  
 Umbrellas     No Charge     Cost \$ \_\_\_\_\_  
 Chairs & Towels     No Charge     Cost \$ \_\_\_\_\_

**Pets**

Permitted     Not Permitted     No Charge     Cost Per Day \$ \_\_\_\_\_     Deposit Required? \$ \_\_\_\_\_

**Children's Facilities**

Playground  
 Playroom  
 Supervised Kid's Program     Daytime     Nighttime    Cost Per Day/Hour \$ \_\_\_\_\_  
 Babysitting Services     Daytime     Nighttime    Cost Per Day/Hour \$ \_\_\_\_\_  
 Kids Eat Free Program     No     Yes    Kids \_\_\_\_\_ and under eat free with \_\_\_\_\_ paying adult(s)

**Remarks & Additional Info**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pictures [If available, please insert digital image files in the spaces provided below]**

Exterior view	Hotel lobby	Standard guest room	Other (e.g. restaurant, pool etc.)

Details Completed by:	Position:
Print Name:	Date:

**RSAA Modular Hotel RFP – 2005/User Defined Questions**



Property \_\_\_\_\_ Tour Operator \_\_\_\_\_

1. Question	
2. Question	
3. Question	
4. Question	
5. Question	
6. Question	
7. Question	
8. Question	
9. Question	
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