

Confidential

Monthly Accommodation Survey

Establishment: _____

Month/Year: _____

1. Number of Rooms		2. Rooms Nights Available	
3. Room Nights sold		4. Available Bedplaces (for month)	
5. Bedplaces sold (for month)		6. Average room rate US\$	

7. Rooms not in service – Please fill in the number of rooms closed for one night or more (if any)

No. of Rooms closed	Nights	Bedplaces

8. Complimentary rooms – please fill in the number of rooms/nights/bedplaces offered free of charge (if any)

No. of Rooms offered	Nights	Bedplaces

9. No. of Conference/Meeting Rooms (if any)	
Conference/Meeting Rooms booked	

10. Guest's Country of Residence	No. of Guests
United States of America	
Canada	
United Kingdom	
Germany	
Barbados	
Grenada	
Guyana	
Venezuela	
Domestic (Trinidad & Tobago)	
Other	

Prepared by: _____

Date: _____

Definitions:

1. Rooms nights available: number of guestrooms × number of nights in month.
2. Available Bedplaces (per month): number of beds set up in rooms offered (where a double bed = two bedplaces) × number of nights in month. For example:
Number of Twin/King/Queen size beds: 25, Number of Single beds: 10, Nights in month = 30
Available bedplaces per night = (25 × 2) + (10) = 60 bedplaces.
Available bedplaces per month = 60 × 30 = 1,800
3. Conference/Meeting Rooms booked: number of bookings made.
4. Average room rate: Total room revenue ÷ Room nights sold