



# Hotel Site Inspection Checklist

Prima Hotel / 30 May 2023 / Jenny Lum

**Complete**

<b>Score</b>	<b>77.15%</b>
<b>Site conducted</b>	Unanswered
<b>Venue Name</b>	Prima Hotel
<b>Site Inspection Date</b>	30.05.2023 14:12 PST
<b>Completed by</b>	Jenny Lum

**Audit**

77.15%

## MEETING

**Group:**

P&C Corporation

**Address:**

5 Rowntree St, Balmain NSW  
2041, Australia  
(-33.8560271, 151.1784245)

**Meeting Name:**

P&C Marketing Bootcamp

**Type of Meeting:**

Conference/Seminar

**Meeting Date(s)**

**From:**

07.07.2023

**To:**

09.07.2023

**Number of Days:**

3

**Date(s) Flexible?**

Yes

**Alternative Dates:**

July 15-17 2023

**Day Pattern Flexible?**

No

**Meeting Planner:**

Jenny Lum

**Planner's Company (if different than group's):**

Pierce's Events and Planning

**Planner's Address (if different than group's):**

41-49 Henderson St, Turrella  
NSW 2205, Australia  
(-33.928582899999999,  
151.1433938)

**Planner's Phone:**

+61 491 570 156

**Planner's FAX:**

+61 491 570 157

---

**Planner's E-mail**

pcevents@gmail.com

---

**PROPERTY**

82.14%

---

**Property Name:**

Prima Hotel

---

**Property Address:**

18 Ennis St, Balmain NSW 2041,  
Australia  
(-33.8602646, 151.1777591)

---

**Phone:**

+61 491 570 634

---

**FAX:**

+61 491 570 634

---

**Property Website Address:**

prima.com

---

**AAA Rating (Diamonds):**

4 star

---

**Mobil Rating (Stars):**

4 star

---

Add airports.

---

**Complimentary Transportation?**

Yes

---

**Approximate Taxi Fare:****Type of Property?**

Hotel

---

**Number of Hotel Sleeping Rooms:**

68 available on target date

---

**Rooms with Double Beds:**

25

---

**Rooms with King Beds:**

17

---

**Rooms with Twin Beds:**

26

---

**Non-Smoking Rooms:**

All rooms are non-smoking

---

**Number of Restaurants :**

2

---

**Number of Lounges:**

2

---

**Construction Planned?**

No

---

**ADA Compliant?**

Yes

---

**Rate the following: (1 poor - 5 average - 10 superior)**

82.14%

---

**Lobby Decor:**

**8**  
From 1 to 10

---

**Lobby Condition/Cleanliness:**

**8**  
From 1 to 10

---

**Restaurant(s) Condition/Cleanliness:**

**8**  
From 1 to 10

---

**Lobby Seating/Location:**

**6**  
From 1 to 10

---

**Restaurant(s) Menu Selection/Pricing:**

**7**  
From 1 to 10

---

**Restaurant(s) Food Quality:**

**8**  
From 1 to 10

---

**Public Restrooms Condition/Cleanliness:**

**9**  
From 1 to 10

---

**Public Restrooms Proximity:**

**7**  
From 1 to 10

---

**Lobby Decor:**

**10**  
From 1 to 10

---

**Lobby Seating/Location:**

**10**  
From 1 to 10

**Adequate Security:**

**8**  
From 1 to 10

**Restaurant(s) Décor:**

**9**  
From 1 to 10

**Overall Rating:**

**8**  
From 1 to 10

**Adequate Fire Safety:**

**9**  
From 1 to 10

## **SLEEPING ROOMS**

73.17%

### **Group Rate (\$)**

**Single:**

From \$100.00 pr

**Double:**

From \$120.00 pr

**Suite:**

From \$210.00 pr

### **Rack Rate (\$)**

**Single:**

**Double:**

**Suite:**

### **Complimentary Rooms (\$)**

**Per night**

**Cumulative**

**Plus Over and Above:**

**Room Tax (%) plus additional per night, if applicable:**

**Room Tax (\$)**

## Room Block by Day:

Enter day.

### Day

#### Day 1

**Date:** 07.07.2023 07:00 PST

**Number of Rooms:**

30

#### Day 2

**Date:** 08.07.2023 07:00 PST

**Number of Rooms:**

30

#### Day 3

**Date:** 09.07.2023 07:00 PST

**Number of Rooms:**

30

**Cut-Off Date:** 09.07.2023 00:00 PST

**Days Out:**

**Rates available after cut-off date:**

No

**Work Space/Desk:**

Yes

**Dataport:**

Yes

**Sitting Area:**

Yes

**Rate the following: (1 poor – 5 average – 10 superior)**

75%

**Proximity to Meeting Space:**

**7**  
From 1 to 10

**Condition/Cleanliness:**

**7**  
From 1 to 10

**Decor:** **6**  
From 1 to 10

**General Amenities:** **8**  
From 1 to 10

**Bathroom Condition/Cleanliness:** **8**  
From 1 to 10

**Square Footage of Room:** **8**  
From 1 to 10

**Overall Rating** **8**  
From 1 to 10

**Bathroom Amenities:** **8**  
From 1 to 10

**MEETING ROOMS** 70.21%

**Space Available on requested dates?** Yes

**Set-Up Charges (\$)**

To be discussed

**Room Rental Charge (\$)**

To be discussed

**Rate the following: (1 poor - 5 average - 10 superior)** 70%

**Proximity to Sleeping Rooms:** **8**  
From 1 to 10

**Soundproofing:** **5**  
From 1 to 10

**Condition/Cleanliness:** **8**  
From 1 to 10

**Ceiling Height:** **7**  
From 1 to 10

**Lighting:** **7**  
From 1 to 10

**Décor:** **6**  
From 1 to 10

**Sound System:** **8**  
From 1 to 10

**Equipment (e.g. tables, chairs):** **8**  
From 1 to 10

---

**Elevators number/proximity:** **7**  
From 1 to 10

---

**Heating/Ventilation:** **8**  
From 1 to 10

---

**Public Telephones number/proximity:** **5**  
From 1 to 10

---

**Restroom cleanliness:** **8**  
From 1 to 10

---

**Overall Rating :** **7**  
From 1 to 10

---

**Restroom proximity:** **6**  
From 1 to 10

---

**FOOD & BEVERAGE** 75%

---

**Approximate Cost for:**

---

**Full Breakfast \$/person**

27.30\$

---

**Continental Breakfast \$/person**

18.24\$

---

**Dinner \$/person**

18.24\$

---

**Lunch \$/person**

18.24\$

---

**Coffee \$/person**

5.12\$

---

**Tax (%)**

10%

---

**Service Charge (%)**

10%

---



**Guarantees needed by (days)**

---

**Overset guarantee by (%)**

---

**Rate the following: (1 poor – 5 average – 10 superior)**

75%

**Presentation:**

**8**  
From 1 to 10

**Menu Prices:**

**7**  
From 1 to 10

**Menu Selections :**

**8**  
From 1 to 10

**Willing to Divert from Menu:**

**7**  
From 1 to 10

**Overall Rating:**

**8**  
From 1 to 10

**Creativity:**

**7**  
From 1 to 10

**AUDIO/VISUAL**

95%

**In-house audio/visual company:**

Available

**Exclusive?**

Yes

**Slide projector (\$)**

Available. Fee is included in the room rate.

**Overhead projector (\$)**

Available. Fee is included in the room rate.

**Screen (\$)**

Available. Fee is included in the room rate.

**Labor rates (\$)**

Available. Fee is included in the room rate.

**Data projector (\$)**

Available. Fee is included in the room rate.

**Union Rules?**

No

**Rate the following: (1 poor - 5 average - 10 superior)**

95%

**Equipment availability:**

**10**

From 1 to 10

**Equipment price :**

**10**

From 1 to 10

**Equipment condition :**

**8**

From 1 to 10

**Overall Rating:**

**10**

From 1 to 10

## **SERVICE & AMENITIES**

78.57%

**Business Center?**

Yes

**Hours:**

9am-5pm

**Parking?**

Yes

**Cost per day (\$)**

20\$

**Fitness Center?**

Yes

**Complimentary for guests?**

Yes

**Golf on Premises?**

Yes

**Pool?**

Yes

**Type?**

Outdoor

**Tennis on Premises?**

No

**Rate the following: (1 poor - 5 average - 10 superior)**

80%

**Overall Rating:**

**8**

From 1 to 10

**FACILITY POLICIES**

---

**Cancellation Penalty by:** 06.07.2023

---

**Charge (\$)**

85\$

---

**Attrition Penalty by:** 07.07.2023

---

**Percent (%)**

20

---

**Deposit by:** 29.05.2023

---

**Required amount (\$)**

56,232\$

---

**ESTIMATED EXPENSES OF MEETING FOR THIS SITE**

---

**Sleeping Room Expenses (\$)**

---

**Food & Beverage Expenses (\$)**

---

**A/V & Other Equipment Expenses (\$)**

---

**Travel Expenses (\$)**

---

**Meeting Room Expenses (\$)**

---

**Other Meeting Expenses (\$)**

---

**TOTAL ESTIMATED EXPENSES (\$)**

---

**NOTES:**

Unanswered areas are to be further discussed and computed with the Hotel and client group. Will update this form once final.

---