

HOPSKIP

50

HOTEL EVENT COSTS YOU SHOULD KNOW

eBook



50 Hotel Event Costs You Should Know

Introduction:

Welcome to HopSkip's "Hotel Event Contract Glossary," your ultimate guide to navigating the complex world of hotel event contracts easily and confidently.

Are your hotel event contract terms and conditions written in industry language that feels like it was designed to baffle you completely?

We've all been there! It's essential to understand what you're agreeing to when entering into a contract with a hotel, but deciphering unfamiliar, technical jargon can be exhausting.

So, we have put together this HopSkip Hotel Event Contract Glossary specifically for experienced event professionals who want help navigating their contracts.

This eBook is intended to provide clear definitions and explanations of common contractual terms so that you can confidently review the details and make informed decisions.

This eBook will simplify the jargon and provide the essential terms and concepts you need to know, empowering you to negotiate and secure the best possible contracts for your events.

It's important to remember that while this guide provides a broad understanding of the costs of hosting an event, it does not substitute for legal advice tailored to your specific circumstances.

Contract terms can vary widely, and subtle nuances in language can result in significantly different outcomes. It's always advisable to consult with an experienced attorney in the hotel and meetings industry before signing any contracts or agreements.

Let's dive in and master the language of hotel event contracts together!

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HopSkip made this eBook in partnership with two of the top attorneys in the industry, Barbara Dunn, Partner at Barnes & Thornburg, LLP (representing groups), and Lisa Sommer Devlin Devlin Law Firm, P.C. (representing hotels).

HopSkip partnership with Legealease With the LadiesTM



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1

Attrition Fees

Definition:

A fee levied for not fully utilizing the booked room block.

Example:

If you booked 100 rooms but only 70 are used, the hotel might charge a fee for the 30 unbooked rooms. In this scenario, the hotel is offering "70% attrition."

2

Audio-Visual Equipment Rental

Definition:

This cost covers the rental of projectors, microphones, speakers, and other A/V equipment.

Example:

If a speaker at your conference needs a microphone and a projector, you will be charged this rental fee.

3

Bartending Fees

Definition:

Fees for employing licensed bartenders and possibly other service staff to serve alcohol.

Example:

If you're having a cocktail reception during your event, you'll need to pay bartending fees.

4

Cancellation Fees

Definition:

Fees charged if the event is cancelled past a certain deadline.

Example:

Cancelling your event one week prior might result in a 50% cancellation fee.

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Catering Fees

Definition:

This cost covers the provision of food and beverages for the event attendees.

Example:

Providing lunch for your 200 conference attendees will incur catering fees.

6

Cleaning Fees

Definition:

Extra charges may apply for additional cleaning, especially for certain types of events.

Example:

If your event involves an activity that could create a mess, like a painting class, you might be charged a cleaning fee.

7

Coat Check Fees

Definition:

If a coat check service is provided, there may be a per-item or flat-rate fee.

Example:

At a winter gala, attendees will likely use the coat check service, resulting in this fee.

8

Concierge Fees

Definition:

Fees for special services provided by the hotel concierge.

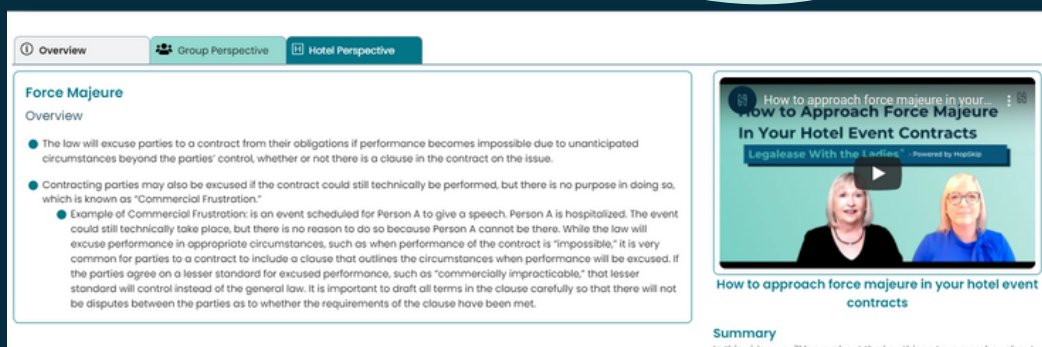
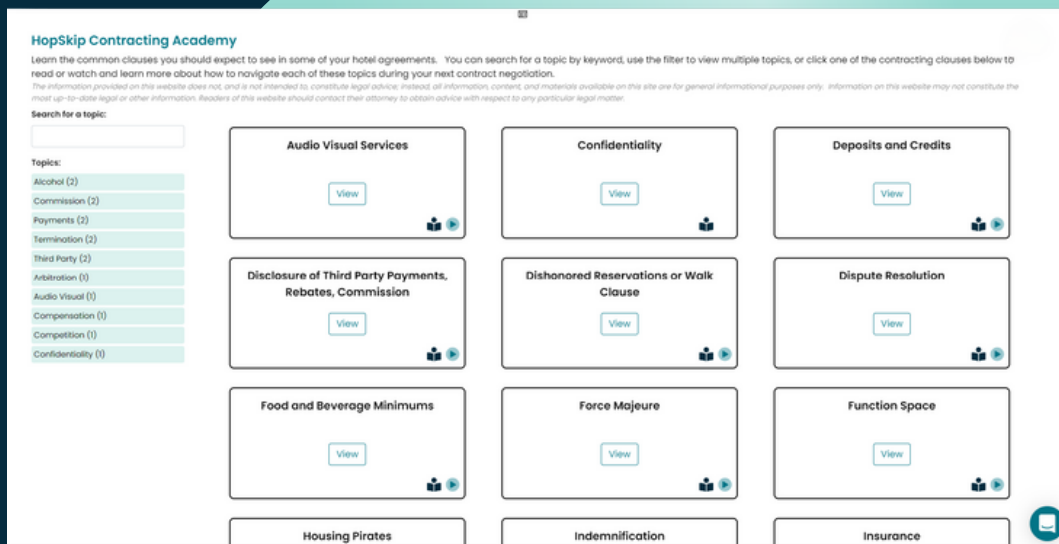
Example:

If the concierge organizes city tours for your attendees, there may be an additional charge.



Looking to level up your hotel contracting?

Book a time to learn more about the HopSkip Contracting Academy and to get started with a free trial!



[Learn more](#)

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9 **Contract Amendment Fees**

Definition:

Fees charged if changes are made to the contract after signing.

Example:

If you decide to extend your event by one day after signing the contract, you might be charged an amendment fee.

10 **Corkage Fees**

Definition:

If you supply your own alcohol, some hotels charge a per-bottle fee to serve it.

Example:

If you bring 100 bottles of wine for your banquet, you may be charged a corkage fee for each bottle.

11 **Damage Deposit**

Definition:

This is a refundable deposit against potential damages to the event space.

Example:

A damage deposit is collected upfront; if the venue is left in good condition, it's returned to you after the event.

12 **Dance Floor or Special Flooring Fees**

Definition:

Fees charged for setting up a dance floor or special flooring.

Example:

If you're hosting a wedding reception that includes dancing, you will likely need to pay for a dance floor setup.

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Decorator/Draping Fees

Definition:

Fees for using the hotel's decoration services.

Example:

If you want the hotel to provide table centerpieces and drape the walls for your gala, you'll incur these fees.

14

Early Arrival/Late Departure Fees

Definition:

Charges for accessing the event space outside of the agreed-upon times.

Example:

If your event setup requires access to the space the night before, you may incur an early arrival fee.

15

Equipment Storage Fees

Definition:

Fees for storing equipment or materials at the hotel before or after the event.

Example:

If your trade show booths arrive two days early, you might be charged a storage fee.

16

Event Insurance

Definition:

Some hotels require event hosts to carry insurance to protect against damages or liability.

Example:

If you're hosting a wedding reception that includes dancing, you will likely need to pay for a dance floor setup.

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Fire Marshall Fees

Definition:

Fees for an inspection by a fire marshal, which might be required for events with pyrotechnics or high capacities.

Example:

Fees for an inspection by a fire marshal, which might be required for events with pyrotechnics or high capacities.

18

Food and Beverage Minimum Fees

Definition:

If the food and beverage expenditure does not meet the agreed minimum, a fee might be charged for the difference.

Example:

If your contract states a \$10,000 minimum spend on food and beverages, but you only spend \$8,000, you may be charged a \$2,000 fee.

19

Gratuities

Definition:

Tips for hotel staff, which may be automatically included or left up to the event host's discretion.

Example:

Gratuities might be included in your catering bill for the waitstaff serving your event.

20

Green Room Fees

Definition:

Fees for providing a private area for performers to prepare.

Example:

If your event features a band, they'll likely need a green room, incurring this fee.

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Incidental Hold Fees

Definition:

This is a preauthorization on a credit card to cover potential incidental charges, like room service.

Example:

When checking in, your credit card might be authorized for \$50 per day as a hold for incidentals.

22

Internet Fees

Definition:

Fees charged for providing Wi-Fi access to event attendees.

Example:

For a tech conference, high-speed Wi-Fi would be essential, leading to these fees.

23

Lost Key Fees

Definition:

Fees for replacing lost electronic keys for guest rooms or meeting spaces.

Example:

If a guest loses their room key, there might be a fee to replace it.

24

Marketing and Advertising Fees

Definition:

Fees for the hotel's assistance in marketing the event.

Example:

If the hotel helps promote your event on their social media, there may be a charge for this service.

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Minimum Spend Requirement

Definition:

Some hotels require that the event host spend a certain amount on food and beverages.

Example:

A hotel might require a minimum spend of \$10,000 for a Saturday evening event.

26

Outside Vendor Fees

Definition:

Fees charged if outside vendors are brought in for the event, such as a DJ or photographer.

Example:

If you hire a local DJ for your event, you might have to pay an outside vendor fee to the hotel.

27

Overtime Fees

Definition:

If the event runs longer than agreed, additional fees may apply.

Example:

If your four-hour event runs into a fifth hour, overtime fees may be added to your bill.

28

Parking Fees

Definition:

Charges for valet or self-parking services.

Example:

If your conference attendees park at the hotel, they may be charged a parking fee, which can either be paid individually or billed to the event host.

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Porterage Fees

Definition:

Fees for hotel staff to move guest luggage to and from rooms, often applied to large groups.

Example:

For a large conference where many attendees are staying at the hotel, porterage fees might be applicable.

30

Power Usage Fees

Definition:

Fees for events requiring significant electricity, such as a concert or trade show.

Example:

If you're hosting a large concert with a lot of lighting and sound equipment, you may be charged for the additional power usage.

31

Printing and Signage Fees

Definition:

Fees for the hotel to provide printed materials or signage for your event.

Example:

If you need signs directing attendees to different rooms or printed agendas, the hotel might charge for these services.

32

Resort Fees

Definition:

Daily fees charged by many resorts for the use of their amenities.

Example:

If your event is at a resort, attendees staying at the resort may have to pay a daily resort fee.

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Rigging Fees

Definition:

Fees for rigging lights, sound, or decoration.

Example:

If your event requires a complex lighting setup hung from the ceiling, there might be rigging fees.

34

Room Block Release Fees

Definition:

If rooms in a block are not booked by a certain date, they're typically released for other guests to book, sometimes at a fee.

Example:

If rooms in your block aren't booked by one month before the event, they might be released, and you might be charged a fee.

35

Room Delivery Fees

Definition:

If welcome bags or other materials are being sent to guest rooms, there may be a per-room delivery charge.

Example:

If you want a welcome gift delivered to each attendee's room, you'll likely pay a room delivery fee.

36

Room Flip Fees

Definition:

If an event space needs to be rearranged between functions, there might be a charge.

Example:

If a meeting room needs to be rearranged for a dinner following a conference, a room flip fee might be charged.

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37 **Room Refresh Fees**

Definition:

Fees for refreshing the event space each day for multi-day events.

Example:

If your conference spans multiple days, you may be charged a room refresh fee each day.

38 **Room Rental Fee**

Definition:

The base cost for renting the event space.

Example:

Holding a conference in the hotel's grand ballroom will have a room rental fee.

39 **Room Upgrade Fees**

Definition:

The cost of upgrading certain guests to suites or other premium rooms.

Example:

Upgrading your keynote speaker to a suite would incur this fee.

40 **Security Fees**

Definition:

Fees for additional security personnel for large or high-profile events.

Example:

If you're hosting a high-profile speaker that requires extra security, these fees might be applicable.

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Service Charge

Definition:

A fee, usually a percentage of the total bill, that covers the cost of staff labor.

Example:

This charge is often automatically added to the bill and can be a significant part of the overall cost.

42

Set-Up and Break-Down Fees

Definition:

Fees for setting up the room before the event and cleaning it up afterward.

Example:

If you're hosting a banquet, you might be charged for setting up tables and chairs and then removing them after the event.

43

Shipping and Receiving Fees

Definition:

Hotels might charge fees to handle the shipping and receiving of packages for your event.

Example:

If you're shipping boxes of conference materials to the hotel, there might be a fee to receive and store these packages.

44

Special Equipment Rental Fees

Definition:

Fees for renting special equipment like stages or lighting rigs.

Example:

If your event includes a performance that requires a stage, there will likely be a special equipment rental fee.

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45 **Special Requests Fees**

Definition:

Fees may apply for any special requests that are outside of what is typically provided.

Example:

If you request a specific type of chair not normally available, you might be charged a special request fee.

46 **Tax**

Definition:

State and local taxes added to the final bill.

Example:

All of your event costs will typically be subject to tax, which will be added to your final bill.

47 **Temporary Structures Fees**

Definition:

Fees for tents, pavilions, or other temporary structures might apply.

Example:

If you're hosting an outdoor event that requires a tent, you might be charged a temporary structures fee.

48 **Translation Services Fees**

Definition:

If your event requires translation or interpretation services, there may be a cost.

Example:

For an international conference where attendees speak different languages, you might need to provide interpreters, incurring these fees.

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Union Labor Fees

Definition:

If the hotel's staff are unionized, there may be specific charges related to their work.

Example:

Union rules might require a certain staff-to-guest ratio, leading to higher labor costs.

50

VIP Room Upgrade Fees

Definition:

The cost of upgrading certain guests to suites or other premium rooms.

Example:

If you want your keynote speaker to stay in a suite, you might be charged a VIP room upgrade fee.

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Outro

The world of event planning can be complex, filled with numerous costs and fees that can be challenging to navigate without the right knowledge and resources.

This eBook serves as a comprehensive guide to the 50 most common charges that an event host should be familiar with when planning an event at a hotel or convention center.

However, it's important to remember that while this guide provides a broad understanding of the costs of hosting an event, it does not substitute for legal advice tailored to your specific circumstances.

Contract terms can vary widely, and subtle nuances in language can result in significantly different outcomes.

Therefore, it is always advisable to consult with an experienced attorney in the hotel and meetings industry before signing any contracts or agreements. Their expertise and insight will help ensure you understand all potential liabilities, protect your interests, and create a successful event.