

Section:

Hotel  
&  
Transportation

# Transportation

## *Transportation*

Company:

Contact Person:

Phone no:

Address;

Website:

Email:

Type of Vehicle(s):

Cost Per Hour:

Maximum Hour

Overtime Rate

## *To Ceremony Site*

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

## *Notes*

### *To Reception Site*

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

### *From Reception Site*

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

### *Notes*

# Hotel Booking Checklist

*ENSURE ALL YOUR QUESTIONS ARE ANSWERED BEFORE YOU SIGN YOUR ROOM BOOKING CONTRACT*

What is the minimum number of rooms required?

What is the cut-off date?

Can I reserve rooms after the cut-off date?

Who coordinates the room bookings?

Can the guest rooms be next to each other?

Will an online booking code be provided to guests?

How much is the deposit?

Is there an attrition clause?

What is the penalty for cancelling the room block?

Can I add more rooms at the discounted rate?

Do you have a maximum amount of rooms in a block?

What day will the rooms be released?

Can guests extend their stay at the discounted rate?

Is parking included in the room rate?

If not, how much is parking for guests?

What amenities/freebies come with the room?

Do you have a complimentary shuttle?

Is WiFi included?

Is there a complimentary breakfast?

Is there a complimentary bride & groom suite?

Do you have handicap accessible rooms?

What are the check in/check out times?

Is there an onsite restaurant

Do you have a pool, gym & business center available?

Is there transportation provided to the local airport?

# Hotel Details

Name of Hotel

Cost of Room (Inducing Discount)

Numbers of Rooms Available

Date Rooms Will Be Released

Online Booking Code

Contact

Website

Email

## *Notes*