**[COMPANY NAME]**

**(logo)**

**Trade Fact Sheet 2023/24**

**For the period 1st October 2023 – 30th April 2024**

[Company Name], one of New Zealand’s premiere luxury lodges, enjoys breath-taking views overlooking the Tararua Ranges, just 5 minutes from Palmerston North City.

Styled with comfort in mind, all 9 luxurious suites feature panoramic views over lush farmland. Complimentary mini bar, fruit and snacks are also at hand. The lodge is easy access to cycling, walking trails, gardens, and arts and culture experience.

The lodge is also the perfect place to simply relax, indulge and rejuvenate, left in the able hands of your warm, friendly New Zealand hosts. A perfect destination for families, couples and honeymooners (\*mention here what type of customer profile is best suited to your product offering and be upfront. It if is not family friendly, be upfront and say ‘not suitable for families with small children’).

**Trade Rates – 20% commission**

**(all rates incl of GST)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room Type** | **Rack rate**  **1st Oct 2023 – 30th April 2024** | **Nett Rate**  **1st Oct 2023 – 30th April 2024** | **Rack Rate**  **1st May 2024-30th Sept 2024** | **Nett Rate**  **1st Oct 2024-**  **30th April 2024** |
| Junior Suite | $550 | $440 | $450 | $360 |
| Master Suite | $750 | $600 | $650 | $520 |

* Extra person charge: $450 per person
* Suite Tariff – Full Board Full Board Suite Tariff includes accommodation, complimentary mini bar (alcoholic & non-alcoholic beverages & snacks), pre-dinner drinks & canapés, five course dinner, full country breakfast and light lunch.
* Complimentary WIFI. Use of Lodge dinghies and kayaks.
* Child & Extra Person Policy Children are most welcome. We recommend early dining for children under 8 years and offer special meals by arrangement from 6.30pm, please contact the Lodge hosts for further information.
* Children under the age of five years are FOC. \*\* All extra persons are charged $450 / Nett $360 including 15% GST per night – includes Full Board Tariff as above.
* Cancellation Policy Within 30 days of arrival date – 25% of all room nights booked will be charged Within 10 days of arrival date – 100% of all room nights booked will be charged Except the period, 1st December to the 28th of February when the following penalty applies: Within 90 days of arrival date – 50% of all room nights booked will be charged Within 60 days of arrival date – 100% of all room nights booked will be charged
* Minimum Stay Period Between the 15th of December and 15th of January, a minimum 2 night stay applies.
* Check in / Check out 1400 Check in / 1100 Check out
* Certifications; sale of liquor license, public liability insurance (could add this but not a requirement)
* Group Bookings Room reservations for 3 or more rooms on the same date will be treated as a group reservation and group policies will apply. Please contact Manawatu Lodge directly to discuss terms and conditions applicable. Cancellation policies will be stated in the confirmation letters for both FIT and group reservations.

Insert Property Site Map HERE (it is a good idea to include a site map if you can). The more information you can share with trade, helps them to better understand your product offering.

Include images of the rooms or activity HERE. For accommodation state the room size and all the features and benefits of each room type i.e. views across to a lake, mountain, super king split bed, ensuite bathroom with separate shower and bath. How many people can sleep in one room, is there are rollaway bed option available for an adult or child.

**Terms and Conditions of this agreement**

1. Suite Tariff: Suite Tariff is quoted per couple, per night on a Double / Twin basis and are in New Zealand Dollars including 15% goods and services tax (GST). Single occupancy rates are also featured.

2. Distribution of rates: Nett rates are valid for bona fide wholesalers or tour operators only. Rates are set to allow a standard agent commission of 20%.

3. Brochure: Where applicable, the Operator will feature the Lodge in its tour programme(s) and brochure(s) and will include a colour photograph of the Lodge as supplied by the Lodge. Sample copies of brochure(s) must be made available to the Lodge for approval prior to publishing, otherwise all responsibility for incorrect information and liability is that of the overseas wholesaler.

4. Tax: Any New Zealand government additional taxes or room and/or services introduced after the contract is signed will be passed on to the wholesaler.

5. Period of Occupancy: Confirmed rooms will usually be available for occupancy after 2pm on the day of arrival, check-out time is 11am. Late or extended check out is subject to availability and may incur an additional charge.

6. Credit Arrangements: Subject to approval by the Lodge’s owner, the Lodge will extend a 30 day credit term to the Operator. This line of credit will enable the Operator to reserve rooms without the necessity of pre-payment. However, this credit facility does not affect the Lodge’s deposit and cancellation terms of this agreement. Should the Operator fail to effect payment of outstanding charges within the 30-day credit period, the Lodge will be free to withdraw the credit facility. The Lodge also reserves the right to refuse any new bookings on a credit basis until the outstanding accounts are settled.

7. Invoice Arrangement: Upon departure of each client or group booked by the Operator, the Lodge will submit to the Operator an invoice, detailing the changes incurred as specified on the Operators booking voucher. In view of the confidentiality of the Lodge’s contract tariff, the Operator agrees to accept the Lodge’s invoices without acknowledgement of the client or group

Booking Information:

Contact: [YOUR NAME]  
Email [YOUR EMAIL]  
Phone [YOUR PHONE NO.]