



## Hotel Commission Policy

### Commission Rates:

Commission is calculated at a rate of 10% on the net amount for the following pre-contracted items:

- Pre-Contracted Room Hire
- Pre-Contracted Banquet Food
- Pre-Contracted Non-Alcoholic Beverage
- Pre-Contracted Accommodation (non-corporate rate/advance purchase discounted rates)
- Pre-Contracted Audio Visual

***\*Note: Hotel standard commission is set at 8% on the net amount.\****

### Non-Commissionable Items:

The following items and services are deemed non-commissionable and are not eligible for commission payouts:

- Accommodation (Advance Purchase Discounted Rates)
- Accommodation booked via third-party sites (e.g., Booking.com, etc.)
- Stationery/Copies
- Car Parking
- Alcoholic Beverage(s)
- Bar Tabs
- Staffing/Labor Charges
- Christmas Rates
- Christmas Drink Packages
- On-The-Day Added Items

**On-The-Day Added Items:** Any additional items added on the day of the event, including food, beverage, accommodation, and audiovisual services, will be subject to the standard commission rate of 10% on the net amount.

**This policy outlines the terms and conditions regarding commissionable and non-commissionable items, ensuring clarity and transparency in the hotel's commission structure. Adjustments can be made based on specific contractual agreements or legal requirements.**



## **Hotel Commission Policy**

### **Commission Calculation:**

Commission is calculated based on the net amount after deducting any applicable taxes, fees, and discounts. Payments will be made according to the agreed-upon terms and within the stipulated timeframe mentioned in the contract.

### **Commission Payment:**

Commission will only be disbursed when the account balance reaches zero.

### **Reporting and Disputes:**

Commission calculations and payments will be accurately documented and provided in periodic reports to the respective parties. In case of any discrepancies or disputes regarding commission payments, both parties will collaborate to resolve the issue in a timely and fair manner.

### **Amendments to Policy:**

The hotel reserves the right to modify or update this commission policy with prior notice to the concerned parties.

*Note: This policy serves as a guideline and shall be referenced in the contractual agreement between the hotel and the relevant parties involved in the transactions.*

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