

ACCOMMODATION PLAN TEMPLATE

European Athletics EVENT

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1. Introduction

The purpose of the Accommodation plan is to present a sufficient and adequate accommodation facilities and to show how the LOC will create and secure the best possible living and working conditions during the event for each of the various groups involved:

* Teams (athletes, officials, in and out of quota members),
* VIP’s (European Athletics Family, LOC guests),
* European Athletics Officiating Persons,
* Press & International Broadcasters,
* Host Broadcasters (if relevant),
* European Athletics Service Partners,
* Local Services, LOC Staff, National Officials and Volunteers (if relevant)

While developing the accommodation plan, the LOC should consider the cross relevant documents such as the Organiser Agreement, Bidding document and include the key elements:

1. Hotel information

The following hotel information to be provided for each group accommodated: European Athletics Family – EA Officiating Persons – EA Service Partners – Press & International Broadcasters – Teams.

* 1. Team Hotel(s)

A chart should be filled out for each hotel of this group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Rating \*** |  | | |
| **Address** |  | | |
| **City** |  | | |
| **Postal Code** |  | | |
| **Web link (in English)** |  | | |
| **LOC responsible person’s name** |  | | |
| **LOC responsible person’s Telephone** |  | | |
| **LOC responsible person’s Email** |  | | |
| **Check-in time[[1]](#footnote-1)** |  | **Check-out time1** |  |
| **Where will the Team Members have lunch and dinner in the hotel? (Room name, location, and capacity?** |  | | |
| **Services included free of charge (e.g. fitness, Wi-Fi, etc.)** |  | | |
| **Dedicated parking number of spots[[2]](#footnote-2)** |  | | |
| **Information desk location, opening hours, staff and equipment** |  | | |
| **Hotel dressing foreseen** |  | | |
| **Distances and times from the airport and to all official venues** |  | | |
| **Meeting rooms[[3]](#footnote-3) booked**  **(name, space and capacity in theatre style for each)** |  | | |
| **Physio rooms1 booked**  **(name and space for each)** |  | | |
| **Doping-control room[[4]](#footnote-4)**  **(name and space – need for adjacent and interconnecting meeting rooms, which should accommodate both the waiting area and the sample collection stations)** |  | | |
| **Floors maps** | To be included as appendix (desks, offices and meeting rooms should be shown) | | |

* 1. VIP Hotel(s)

A chart should be filled out for each hotel of this group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Rating \*** |  | | |
| **Address** |  | | |
| **City** |  | | |
| **Postal Code** |  | | |
| **Web link (in English)** |  | | |
| **LOC responsible person’s name** |  | | |
| **LOC responsible person’s Telephone** |  | | |
| **LOC responsible person’s Email** |  | | |
| **Check-in time** |  | **Check-out time** |  |
| **Where will the VIPs have lunch in the hotel? (Room name, location, and capacity)?** |  | **Where will the VIPs have dinner in the hotel? (Room name, location, and capacity)** |  |
| **Services included free of charge (e.g. fitness, Wi-Fi, etc.)** |  | | |
| **Dedicated parking number of spots and price.**  **Can you get free spots?** |  | | |
| **Information desk location, opening hours, staff and equipment** |  | | |
| **Hotel dressing foreseen** |  | | |
| **Distances and times from the airport and to all official venues** |  | | |
| **Meeting rooms[[5]](#footnote-5) booked**  **(name, use, space and capacity for each)** |  | | |
| **Floors maps** | To be included as appendix (desks, offices and meeting rooms should be shown) | | |

* 1. Media Hotel(s)

A chart should be filled out for each hotel of this group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Rating \*** |  | | |
| **Address** |  | | |
| **City** |  | | |
| **Postal Code** |  | | |
| **Web link (in English)** |  | | |
| **LOC responsible person’s name** |  | | |
| **LOC responsible person’s Telephone** |  | | |
| **LOC responsible person’s Email** |  | | |
| **Check-in time** |  | **Check-out time** |  |
| **Is there a restaurant for lunch within the hotel?**  **If yes, what is the capacity?** |  | **Is there a restaurant for dinner within the hotel? If yes, what is the capacity?** |  |
| **Services included free of charge (e.g. fitness, Wi-Fi, etc.)** |  | | |
| **Dedicated parking number of spots and price.**  **Can you get free spots?** |  | | |
| **Information desk location, opening hours, staff and equipment** |  | | |
| **Hotel dressing foreseen** |  | | |
| **Distances and times from the airport and to all official venues** |  | | |

* 1. EA Service Partner Hotel(s)

A chart should be filled out for each hotel of this group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Rating \*** |  | | |
| **Address** |  | | |
| **City** |  | | |
| **Postal Code** |  | | |
| **Web link (in English)** |  | | |
| **LOC responsible person’s name** |  | | |
| **LOC responsible person’s Telephone** |  | | |
| **LOC responsible person’s Email** |  | | |
| **Check-in time** |  | **Check-out time** |  |
| **Where will the TPs have lunch in the hotel? (Room name, location, and capacity)?** |  | **Where will the TPs have dinner in the hotel? (Room name, location, and capacity)** |  |
| **Services included free of charge (e.g. fitness, Wi-Fi, etc.)** |  | | |
| **Dedicated parking number of spots and price.**  **Can you get free spots?** |  | | |
| **Information desk location, opening hours, staff and equipment** |  | | |
| **Hotel dressing foreseen** |  | | |
| **Distances and times from the airport and to all official venues** |  | | |

* 1. EA Officiating Persons Hotel(s)

A chart should be filled out for each hotel of this group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Rating \*** |  | | |
| **Address** |  | | |
| **City** |  | | |
| **Postal Code** |  | | |
| **Web link (in English)** |  | | |
| **LOC responsible person’s name** |  | | |
| **LOC responsible person’s Telephone** |  | | |
| **LOC responsible person’s Email** |  | | |
| **Check-in time** |  | **Check-out time** |  |
| **Where will the EA Officiating Persons have lunch in the hotel? (Room name, location, and capacity)?** |  | **Where will the EA Officiating Persons have dinner in the hotel? (Room name, location, and capacity)** |  |
| **Services included free of charge (e.g. fitness, Wi-Fi, etc.)** |  | | |
| **Dedicated parking number of spots and price.**  **Can you get free spots?** |  | | |
| **Information desk location, opening hours, staff and equipment** |  | | |
| **Hotel dressing foreseen** |  | | |
| **Distances and times from the airport and to all official venues** |  | | |

1. Hotel capacity, room configuration, date & rate blocks
   1. Room type per group

Please identify the types of the rooms, and kindly note that twin rooms referred to double occupancy with two separated beds.

|  |  |  |
| --- | --- | --- |
| **Hotel Group** | **Hotel name** | **Room types** |
| EA Officiating Persons |  |  |
| EA Family/Sponsor Guests |  |  |
| Press & International Broadcasters |  |  |
| EA Service Partners |  |  |
| LOC Family |  |  |
| … | … |  |

* 1. Allotments

Below should be detailed the total allotment of each hotel as well as the allotment booked for the event.

* + 1. Team hotel(s)

A chart should be filled out for each hotel of this group.

Hotel name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room type** | **Rooms booked by the LOC for the event** | | | | | | **Max rooms capacity in the hotel** |
| ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***...*** |
| Single |  |  |  |  |  |  |  |
| Twin |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total number of **beds** |  |  |  |  |  |  |  |

* + 1. VIP hotel(s)

A chart should be filled out for each hotel of this group.

Hotel name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room type** | **Rooms booked by the LOC for the event** | | | | | | **Max rooms capacity in the hotel** |
| ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***...*** |
| Single/Double |  |  |  |  |  |  |  |
| Twin |  |  |  |  |  |  |  |
| Suite |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total number of **rooms** |  |  |  |  |  |  |  |

Can single rooms be used as double rooms? Yes/No

Can double rooms be used as twin rooms? Yes/No

* + 1. Media hotel(s)

A chart should be filled out for each hotel of this group.

Hotel name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room type** | **Rooms booked by the LOC for the event** | | | | | | **Max rooms capacity in the hotel** |
| ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***...*** |
| Single |  |  |  |  |  |  |  |
| Twin |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total number of **rooms** |  |  |  |  |  |  |  |

Can single rooms be used as double rooms? Yes/No

Can double rooms be used as twin rooms? Yes/No

* + 1. EA Service Partner hotel(s)

A chart should be filled out for each hotel of this group.

Hotel name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room type** | **Rooms booked by the LOC for the event** | | | | | | **Max rooms capacity in the hotel** |
| ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***...*** |
| Single |  |  |  |  |  |  |  |

Can single rooms be used as double rooms? Yes/No

Can double rooms be used as twin rooms? Yes/No

* + 1. EA Officiating Persons hotel(s)

A chart should be filled out for each hotel of this group.

Hotel name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room type** | **Rooms booked by the LOC for the event** | | | | | | **Max rooms capacity in the hotel** |
| ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***Date*** | ***...*** |
| Single |  |  |  |  |  |  |  |

Can single rooms be used as double rooms? Yes/No

Can double rooms be used as twin rooms? Yes/No

* 1. Rates
     1. Teams

Official accommodation period (as per Organiser contract): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional nights (as per Organiser contract): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teams price (per person) full board accommodation – as per Organiser contract:

|  |  |  |
| --- | --- | --- |
|  | **Single(1) room** | **Twin(2) room** |
| Official period | \_\_\_(a) EUR per night | \_\_\_(b) EUR per night  (\_\_\_(b x 2) EUR per room)[[6]](#footnote-6) |
| Additional nights | \_\_\_(c) EUR per night | \_\_\_(d) EUR per night  (\_\_\_(d x 2) EUR per room)6 |

*All prices include meals, VAT and local tax*

(1) For the official period each Team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and officials in ratio registered in the Final Entries, at the price of a twin room in single occupancy (\_\_\_(b) EUR). Any single rooms above the 10% threshold will be charged at the rate of \_\_\_(a) EUR during the official period and \_\_\_(c) EUR outside of the official period. Additional single rooms can be requested and will be given according to availability.

(2) In case of later arrival/early departure of the sharing person, the night used in the twin room will be charged at the rate of the twin room in single occupancy: (\_\_\_(b) EUR during the official period / \_\_\_(d) EUR for additional nights)

In addition to the above-mentioned accommodation costs, out-of-ratio officials will be charged a lodging fee of [((twin room per person out-of-ratio)-(twin room per person in-ratio)) x (competition days+2)] EUR, for the whole duration of the event.

* + 1. Other groups

Currency used for the invoices (EUR or local): \_\_\_\_

VAT, if any, included in the price: \_\_\_\_

Local tax, if any, included in the price: \_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Hotel Group** | **Room type** | **Price/room/night\*\*** |
| VIP Hotel 1 | Single |  |
| Double/Twin |  |
| … |  |
| Media Hotel 1 | Single |  |
| Twin |  |
| EA Service Partner Hotel\* | Single |  |
| … |  |  |

\* EA Service Partners – only single rooms to be reserved at the cost of the LOC. However, please indicate room price as sometimes we have additional Service partner as self-payer or at the cost of European Athletics.

\*\* For Financial settlement, please check the Organiser contract as for specific events, some number of nights for certain sub-categories are paid by European Athletics or Local Organising Committee

* 1. Invoicing process

For the Teams, their needs for accommodation will come from the Final Entries. Invoices will be automatically generated by European Athletics and shared with the LOC.

For the Media, EA Service Partners, EA Officiating Persons and VIPs, their need will come from the online registration system. Invoices will have to be issued and sent by the LOC from the system.

Payment is done by bank transfer only (except for ECH and EICH where credit card payment is possible).

* + 1. Accommodation deadlines

For the Teams, the Final Entries closing date is bidding.

For the other groups, ideally, the following deadlines should be agreed with the hotels:

|  |  |
| --- | --- |
| **Event** | **Deadline**  **(before 1st day of competition)** |
| European Athletics Championships | 3 months |
| European Athletics Indoor Championships | 1.5 month |
| European Athletics Team Championships | 1 month |
| SPAR European Cross Country Championships | 1 month |
| European Athletics U 23Championships | 1 month |
| European Athletics U20 Championships | 1 month |
| European Athletics U18 Championships | 1 month |
| The Match Europe v USA | 1 month |

For VIPs and Media hotels, the communicated deadline is: \_\_\_\_\_\_\_\_\_\_\_\_

For VIPs and Media hotels, the official internal deadline is: \_\_\_\_\_\_\_\_\_\_\_\_

For Teams, the final entries closing date is: \_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Payers

|  |  |
| --- | --- |
| **Group** | **Payers** |
| EA Officiating Persons | LOC |
| EA Family (depends on categories) | Self – EA – LOC\* |
| Press & International Broadcasters | Self – EA\*\* |
| EA Service Partners | LOC |
| LOC Family | Self – LOC |

\* Please refer to the Organiser Agreement to check payment obligations from the LOC side.

\*\* Some media paid by EA as supporting staff of the Communication department.

* + 1. Payment and Cancellation policy

This is valid only for Media and VIPs.

*Example*

**Payment policy**

* You will receive in the coming days/weeks an e-mail with your accommodation invoice to proceed with your payment.
* You are kindly requested to proceed with the payment no later than five (5) working days after receipt of this e-mail in order to guarantee your hotel booking.
* The confirmation of your accommodation booking will be guaranteed only after receipt of the full payment of your accommodation cost.
* Failure to adhere to these payment terms will result in the cancellation of the reservation.

**Cancellation Policy**

* For any cancellation made until \_\_\_\_\_\_\_\_, no cancellation fee will be charged.
* For any cancellation made after \_\_\_\_\_\_\_\_, 100% of the total accommodation cost will be charged as a cancellation fee, unless the room is resold.
  + 1. Invoice details

Information to be displayed on the invoice:

VAT included: YES/NO

Local tax included: YES/NO

Other tax (to specify): YES/NO

LOC Bank Account details:

1. LOC Accommodation department structure
   1. Staffing plan and reporting structure
   2. Responsible for each hotel
   3. Volunteers

Appendix 1: Team Hotel(s) floor maps

Appendix 2: VIP Hotel(s) floor maps

Appendix 3: City map with all the hotels and official venues

1. Should be the same for each team hotel [↑](#footnote-ref-1)
2. For Teams, the parking has to be free of charge [↑](#footnote-ref-2)
3. Please refer to Teams Service Guidelines [↑](#footnote-ref-3)
4. Please note if some team hotels are very close to each other, you can a common doping-control room [↑](#footnote-ref-4)
5. Please refer to European Athletics Office Requirements [↑](#footnote-ref-5)
6. Team invoices are issued from the entries system and prices are then entered by room. [↑](#footnote-ref-6)