

# Sample Hotel Rate Inquiry Form for Conference

Use this **hotel rate inquiry form** to efficiently gather pricing details for your upcoming conference. It streamlines communication between event organizers and hotel staff, ensuring accurate information. Simplify your conference planning with this easy-to-use tool.

Event Organizer Details

Organizer Name:

Company/Organization:

Email Address:

Phone Number:

Conference Details

Event Name:

Event Dates (Start & End):

 to

Estimated Number of Attendees:

Room Block and Rate Inquiry

Room Types Needed (single, double, suite, etc.):

e.g., 20 singles, 10 double

Please provide your best available group rates (per room/night):

Amenities/Services Required (check all that apply):

☐ WiFi

☐ Breakfast

☐ Parking

☐ Shuttle Service

☐ Other

Please specify

Additional Requests / Information

Please share any additional information or specific requests:

Submit Inquiry