

Per-Room Pricing Worksheet

Work out your base rate and extra-guest charge in four steps.

Step 1: Base Occupancy and Base Rate

Base occupancy (most properties use 2 adults): _____

Fixed cost per night (housekeeping, linen, utilities, staffing share): Rs. _____

Target margin (%): _____

-> Base room rate (covers fixed cost + margin at base occupancy): Rs. _____

Step 2: Extra-Guest Charge

Extra adult charge (commonly 20-30% of base rate): Rs. _____

Children's policy (free under age ____ / discounted rate): Rs. _____

Maximum occupancy per room (check fire-safety / building code limits): _____

Step 3: Sanity-Check Your Numbers

Base rate x2 (a family of 4 under pure per-person pricing) should generally be MORE than your base rate + 2x extra-guest charge. If it is not, your extra-guest charge is too high and you are likely losing group bookings to competitors.

Step 4: Apply Consistently Across Every Channel

Own website / booking engine updated? Y / N _____

WhatsApp booking flow updated? Y / N _____

Every OTA listing updated to the same structure? Y / N _____

Extra-guest charge shown at point of booking (not check-in)? Y / N _____

This worksheet is a planning tool, not a pricing mandate. Adapt the base occupancy, fixed-cost estimate and extra-guest percentage to your own property's actual costs and market. See "Per Room vs Per Person Pricing: Which Should Your Property Use?" for the full reasoning behind this structure.