PROPERTY CHARACTERISTICS Type of Accommodation – Hotel Type of Accommodation – Morel Type of Accommodation – Morel Type of Accommodation – Morel Type of Accommodation – Suste/Apartment Type of Accommodatio	FORM #	CATEGORY	ITEM	LINE	DESCRIPTION
PROPERTY CHARACTERISTICS Type of Accommodation – Hotel Type of Accommodation – Mortel Type of Accommodation – Mortel Type of Accommodation – Suite/Apartment hotel Type of Accommodation – Beverage Hot				#	A hotel which provides a wide variety of services & amenities
Span		PROPERTY			including food & beverage outlets, meeting rooms & recreational
Type of Accommodation – Motel S29-7 Type of Accommodation – SuiteApartment Note Type of Accommodation – SuiteApartment Note Type of Accommodation – SuiteApartment Note Type of Accommodation – Beverage Hotel Type of Accommodation of Type of	529-7		Type of Accommodation – Hotel		activities.
Type of Accommodation - Motel Commonly referred to is motels.					
Type of Accommodation – Suite/Apartment A hotel in which all rooms have "separate", but not necessary hybridally wider. "seleging & living ream." A hotel where the primary source of revenue is from alcohol becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming easiles in the but, beer world sales, VLT's, bood and becoming and balançair rooms.	500 7		T (A) (C) M ()		
Sept	529-7				commonly referred to as motels.
Facilities Provided Facilities Provided Facilities Provided Description of the provided pr	520-7				A notel in which all rooms have "separate", but not necessarily physically divided "sleeping & living areas."
Facilities Provided Facilities Provided P	329-1		Hotel		
Facilities Provided Facilities Provided Provided Provided Facilities Provided Provided Provided by the hotel, e.g. Restauran beverage rooms, meeting and banquet rooms. S29-7 Meeting Room(s) S29-7 Coffee Shop S29-7 Coffee					beverage sales in the bar, beer vendor sales, VLT's, food and
Facilities Provided Dining Room Dining Room Meeting Room(s) 229-7 Meeting Room(s) 229-7 Lourge Sept 1 Sept 2 Sept 3 Sept 4 Sept 4 Sept 4 Sept 4 Sept 4 Sept 5 Sept 7 Sept 6 Sept 7 Sept 7 Sept 7 Sept 8 Sept 8 Sept 9 Sept 8 Sept 9	529-7		Type of Accommodation – Beverage Hotel		
529-7 Doining Room 529-7 Meeting Room(s) 529-7 Coffee Shop 529-7 Coffee Shop 529-7 Coffee Shop 529-7 Coffee Shop 529-7 Bar 529					Refers to the services provided by the hotel, e.g. Restaurants,
S29-7 Meeting Room(s) S29-7 Coffee Shop S29-7 Lourge S29-7 Lourge S29-7 Sir Shop S29-7 Sir Shop S29-7 Sarquet Room Savimming pool for the hotel room guests. S29-7 Recreational Facilities Pool Swimming pool for the hotel room guests. S29-7 Recreational Facilities Pool Swimming pool for the hotel room guests. S29-7 Recreational Facilities Pool Swimming pool drug the hotel group guests. S29-7 Waterslide Aswimming pool equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of sealing within your hotel indo contending severalse equipped with a waterslide for the hotel room of the hotel room for the hotel purpose of the hotel room for the hotel purpose of the hotel room for the hotel purpose of the hotel room for the hotel purpose of the hotel room for the hotel purpose of the hotel room for the hotel purpose of the hotel purpose included in the daily room rate.		Facilities Provided			beverage rooms, meeting and banquet rooms.
S29-7 Coffee Shop Coffee					
Sep-7 Color					
S29-7 Bar S29-7 Bar S29-7 Bar S29-7 Banquet Room S29-7 Banquet Room S29-7 Banquet Room S29-7 Cabaret S29-7 Cabaret S29-7 Safety S29-7					
Seg-7 Bar Banguer Room Seg-7 Caboret Samming pool for the hotel room guests. Room containing arcade, video equipment, shuffleboard, et the use of the hotel guests. Room containing arcade, video equipment, shuffleboard, et the use of the hotel guests. A swimming pool equipped with a watersilide for the hotel room guests. A swimming pool equipped with a watersilide for the hotel room guests. A swimming pool equipped with a watersilide for the hotel room guests. A swimming pool equipped with a watersilide for the hotel room guests. A swimming pool equipped with a watersilide for the hotel room guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent to the swimming pool guests. A room or set up usually adjacent pool guests. A room or set up usually adjacent pool guests. A room or set					
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Seg-7 Recreational Facilities Pool Swimming pool for the hotel room guests.				1	<u> </u>
S29-7 Games Room Room containing arcade, video equipment, shuffleboard, et the use of the hotel quests.	020 1		5555.01	1	
S29-7 Games Room Room containing arrade, video equipment, shuffleboard, et the use of the hotel quests.	529-7	Recreational Facilities	Pool	1	Swimming pool for the hotel room guests.
S29-7 Waterslide A swimming pool equipped with a waterslide for the hote! ro guests. A swimming pool equipped with a waterslide for the hote! ro guests. A room or set up usually adjacent to the swimming pool containing exercise equipment for the hote! guests. A room or set up usually adjacent to the swimming pool containing exercise equipment for the hote! guests. A room or set up usually adjacent to the swimming pool containing exercise equipment for the hote! guests. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your hote! not contemplated in this questionnaire. A room of stilly within your part of the plant of the suit of					Room containing arcade, video equipment, shuffleboard, etc for
S29-7 Waterslide Quests.	529-7		Games Room		the use of the hotel guests.
Fitness Area					A swimming pool equipped with a waterslide for the hotel room
S29-7 Fitness Area Containing exercise equipment for the hotel guests.	529-7		Waterslide		
A com or facility within your hotel not contemplated in this questionnaire.	500 7		F: A		
S29-7 Other (Specify) questionnaire.	529-7		Fitness Area		containing exercise equipment for the notei guests.
Room Amenities Room Amenities Room Amenities Cable TV S29-7 Bar Fridge Min-Bar Factor Modern/Data Lines/Wireless Internet Min-Bar Factor Modernet Min-Bar Factor Modern/Data Lines/Wireless Internet Min-Bar Factor Modernet Mactor Modernet	529-7		Other (Specify)		
Room Amenities Cable TV 529-7 S29-7 Bar Fridge S29-7 Modem/Data Lines/Wireless Internet S29-7 In-Room Pay for TV Movies S29-7 Room Service Available S29-7 Laundry Service Available S29-7 Safety Deposit Box Available S29-7 Coffee Maker S29-7 Fax service Available S29-7 Charges Included in room Rates S29-7 Telephone – Not Included S29-7 Telephone – Not Included Cost of local telephone calls included in the daily room rate. S29-7 Parking – Included Cost of hotel parking included in the daily room rate. Canada Select Star Rating (if applicable) S29-7 Rooms Total Number of Outdoor Parking Spaces The Rating Program is defined as "the rating of like accommodations on the basis of cleanliness, comfort and as as well as the extent and quality of facilities and amenities". SUMMARY INCOME INFORMATION Total Number of Rooms Available The total number of hotel rooms including all types. A hotel room for rent furnished with 1 single or twin bed. A hotel room for rent furnished with 1 single or twin bed. A hotel room for inturnished with 1 single or twin bed. A hotel room for ment furnished with two queen beds or one Industor of A hotel room for rent furnished with two queen beds or one Industor of A hotel room for rent furnished with two queen beds or one Industor of A hotel room for rent furnished with two queen beds or one Industor of Poole	020 1	ì	Total (Opecally)		
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S29-7 In-Room Pay for TV Movies					
S29-7 Room Service Available S29-7 Jacuzzi Tub S29-7 Laundry Service Available S29-7 Laundry Service Available S29-7 Kitchenette S29-7 Safety Deposit Box Available S29-7 Safety Deposit Box Available S29-7 Coffee Maker S29-7 Fax service Available S29-7 Inon/Ironing Board S29-7 Inon/Ironing Board S29-7 Other (Specify) S29-7 Charges Included in Inon/Ironing Board S29-7 Charges Included in Room Rates Cost of local telephone calls included in the daily room rate. S29-7 Parking - Included Cost of local telephone calls not included in the daily room rate. S29-7 Parking - Included Cost of hotel parking included in the daily room rate. S29-7 Parking - Not Included Cost of hotel parking not included in the daily room rate. S29-7 Parking Spaces The Rating Program is defined as "the rating of like accommodations on the basis of cleanliness, comfort and state of the same of the same of commodations on the basis of cleanliness, comfort and state of the same of commodations on the basis of cleanliness, comfort and state same same same same same same same sam					
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S29-7 Fax service Available Fax service Available S29-7 S29-7 S29-7 Other (Specify) S29-7 Other (Specify) S29-7 Telephone – Included Cast of local telephone calls included in the daily room rate. S29-7 Faxing – Included Cast of local telephone calls included in the daily room rate. S29-7 Parking – Included Cast of local telephone calls included in the daily room rate. S29-7 Parking – Not Included Cast of hotel parking included in the daily room rate. S29-7 Sapaces Sapac					
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Parking - Included Cost of hotel parking included in the daily room rate.				1	
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Spaces Number of Outdoor Parking Spaces The Rating Program is defined as "the rating of like accommodations on the basis of cleanliness, comfort and sa as well as the extent and quality of facilities and amenities".	JZ3-1	Number of Indoor Parking	r arking – Not included	1	Oost of Hotel parking hot included in the daily footh fate.
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A hotel room for rent furnished with two queen beds or one l		Room Summary		<u> </u>	
	529-7		Room Type – Double		
500 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	F00 =		D T 1/2 O:		
529-7 Room Type – King Size bed.	529-7		Room Type – King Size		bed.

FORM #	CATEGORY	ITEM	LINE	DESCRIPTION
			#	A two room suite with partition including one queen bedroom and
529-7	Room Summary	Room Type – Suites		a living room with pull out couch.
529-7	•	Number of Each – Self-Explanatory		The total number of rooms available.
		Overall Occupancy Rate (for the Calendar		Is the total number of occupied rooms divided by the total number
529-7		Year requested) - %		of rooms available per year.
529-7		Total Number of Occupied Room Nights (for the Calendar Year requested)		Total number of occupied rooms for the Calendar Year requested.
529-7		Average Daily Room Rate		Is the total annual room revenue divided by the (total number of rooms multiplied by 365)
020 7	\// T C	Average Daily Noom Nate		Tooms maniphed by 666)
529-7	VLT Summary (if Applicable)	Total Number of VLT's		Total number of Video Lottery Terminals on the premises.
529-7	Applicable)	Annual VLT Income		rotal number of video Lottery Terminals on the premises.
529-7		Annual VL1 Income		
	ATM Summary (if			Is the total number of Automated Teller Machines on the
529-7	Applicable)	Total Number of ATM's (owned)		premises.
529-7	7 (ррпоцые)	Acquisition Cost		Is the cost to acquire the Automated Teller Machines.
529-7		Total Number of ATM's (Leased)		Is the number of Automated Teller Machines that are leased.
529-7		Leasing Cost per ATM		Is the annual cost to lease each Automated Teller Machine.
529-7		Lease Term to		Lease start date and lease end date.
529-7		Operating Expenses		Identify if any.
529-7		Servicing Fees		Is the cost of ATM servicing fees, if any.
529-7		Total Number of ATM Transactions (Annual)		Is the total number of ATM transactions per ATM per year.
329-7		Total Number of ATM Transactions (Affilial)		is the total number of A fivi transactions per A fivi per year.
	Annual Parking Rev. (If			
529-7	Applicable)	Outdoor Parking		Total number of outdoor parking stalls.
529-7		Indoor Parking		Total number of indoor parking stalls.
	INCOME & EXPENSE			
529-7	INFORMATION			
529-7	Revenue	Rooms	701	
				This account should be credited with revenues derived from the
				sale of food, including coffee, milk, tea & soft drinks and includes
				food sales from all departments except banquet, banquet should
529-7		Food	702	be identified separately.
				This account should be credited with revenues derived from the
				sale of beverage. Typically the revenue should be classified by
				facility. Sales may be segregated in wines, liquors, beers and
529-7		Beverage	703	ales.
		5		Revenue derived from the rental of public meeting rooms,
529-7		Banquet/Meeting Rooms	704	excluding guest bedrooms and suites.
500 7		V 1 0 1	705	Is all beer vendor sales including bottle exchange income, but not
529-7		Vendor Sales	705	including misc. income from sale of ice or confection.
				Is the total annual revenue after government portion and payout
529-7		\/I T Not Income	706	for winnings, but before repairs and maintenance, labour and other expenses.
529-7		VLT Net Income ATM Net Income	706 707	
529-7		A FIVE NEU INCOME	707	Is the net income to the hotel from each ATM per year.
529-7		Pantal Income	700	Income from rent derived from a third party lease for retail space, gift shop, restaurant or space rented to a public utility.
529-7		Rental Income	708	
529-7		Parking Income	709	Income derived either through direct rent to guests or the public, or indirectly through a parking lot management company.
329-1		Farking income	703	Income from quest telephone calls not included in daily rate either
529-7		Telephone	710	local or long-distance and any pay telephone revenue.
020 ·I		. s.opnono	7.10	Is revenue from vending machines, movie rentals, pool tables,
529-7		Other	711	video games, etc
529-7		TOTAL REVENUE	712	gao, oto
	•		<u> </u>	
E00 7	Danaston t-1 F	Doomo Total	740	Labour costs, product costs & other expenses which can be
529-7	Departmental Expenses	Rooms Total	713	directly allocated to a revenue department.
529-7	Departmental Expenses	Rooms Total	713	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to
529-7	Departmental Expenses	Rooms Total	713	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware,
	Departmental Expenses			directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages
529-7 529-7	Departmental Expenses	Rooms Total Food Sales Total	713	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately.
	Departmental Expenses			directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the
	Departmental Expenses			directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs
529-7	Departmental Expenses	Food Sales Total	714	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and
529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total	714 715	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs
529-7	Departmental Expenses	Food Sales Total	714	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately.
529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total	714 715	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beer vendor sales excluding inventory but
529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total	714 715	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately.
529-7 529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total Banquet/Meeting Rooms	714 715 716	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beer vendor sales excluding inventory but including the cost of bottle exchange. The wage cost should be
529-7 529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total Banquet/Meeting Rooms	714 715 716 717 718	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beer vendor sales excluding inventory but including the cost of bottle exchange. The wage cost should be shown separately.
529-7 529-7 529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total Banquet/Meeting Rooms Cost of Vendor Sales	714 715 716 717	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beer vendor sales excluding inventory but including the cost of bottle exchange. The wage cost should be shown separately. Includes the cost of providing telephone service to the hotel and guests and the pay telephones. The cost of labour to serve and sell beer at the beer vendor.
529-7 529-7 529-7 529-7 529-7	Departmental Expenses	Food Sales Total Beverage Sales Total Banquet/Meeting Rooms Cost of Vendor Sales Telephone	714 715 716 717 718	directly allocated to a revenue department. The direct cost of all food sales excluding inventory and labour to prepare and serve the food. Food costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beverage sales excluding inventory and the cost to prepare and serve the beverages. Beverage costs including glassware, cleaning, uniforms, entertainment and operating supplies, wages should be shown separately. The direct cost of all beer vendor sales excluding inventory but including the cost of bottle exchange. The wage cost should be shown separately. Includes the cost of providing telephone service to the hotel and guests and the pay telephones.

FORM#	CATEGORY	ITEM	LINE #	DESCRIPTION
		*Please complete Schedule A		Is the total cost of each income department including both direct
529-7		TOTAL DEPARTMENTAL EXPENSES	721	cost of goods and the labour costs.
				Expenses not directly related to departments including:
	Undistributed Operating			administration & general, marketing, property operation & maintenance, energy costs & other unallocated operated
529-7	Expenses			departments.
020 .	2.000			Includes the salaries and wages of all administrative personnel
				not associated with a particular department. Expense items
		*Total Administration & General		related to the management and operations of the subject property
529-7		*Please Complete Schedule A	722	are also allocated to this category.
				Consists of all costs associated with advertising, sales, and promotion; these activities are intended to attract and retain
529-7		Advertising, Marketing & Promotions	723	customers.
529-7		Heat, Light, Power & Water	724	Total energy expenses for the twelve month period.
				Expenses that are necessary to keep the facility open and
				prevent damage (e.g. plumbing repairs, heating repairs, and
				electrical items, etc.). This category must only contain components that can be expensed rather than capitalized. *(e.g.
				if a table leg breaks, repairing the leg would be considered an
				expense chargeable to repair and maintenance. If the table is
				replaced, it becomes a capital expenditure that would not fall into
				repair and maintenance expense but in the reserve for
529-7		Repair & Maintenance	725	replacement account).
				Number of fees that are commonly charged as part of a given hotel's affiliation with a hotel chain. Reservation fees, marketing
				assessments, and royalties are the most common ongoing
				expenses. Reservation fees would be categorized as a rooms
				department expense. Marketing is categorized as a marketing
				department expense. *The royalty portion is considered the
529-7		Franchise Fees	726	franchise fee and is charged as a percentage of rooms revenue.
529-7		Other Expenses TOTAL UNDISTRIBUTED OPERATING	727	
529-7		EXPENSES	728	Total of lines 719 to 724
				Fixed Operating Expenses are those costs of doing business that
				do not vary with occupancy or output and that have to be paid
				whether the property is occupied or vacant. Fire insurance &
	Fixed Expenses			property taxes are examples.
				Expense category consisting of the cost of insuring the hotel and
				its contents against damage or destruction by fire, weather,
				sprinkler leakage, boiler explosion, plate glass breakage, and so forth. *It does not include liability coverage, which would be an
529-7		Insurance	729	administrative and general expense.
529-7		Other Fixed Expenses	730	
529-7		Realty taxes	731	Annual Property Tax Bill
529-7		Business Taxes	732	Annual Business Tax Bill
529-7		TOTAL FIXED EXPENSES	733	Total of lines 726 to 729.
				Investments of cash or the creation of liability to acquire or
				improve an asset, e.g., land, buildings, building additions, site
	CARITAL EVENINITURES			improvements, machinery, equipment; as distinguished from cash
529-7	CAPITAL EXPENDITURES SUMMARY			outflows for expense items that are normally considered part of the current period's operations.
529-7	Type	Roof – Incurred Date		the current period's operations.
529-7	.,,,,,,	Windows - Incurred Date		
		Heating (HVAC) – Incurred		
529-7		Date		
500.7		Other (Specify) – Incurred		
529-7		Date		
				All non real estate items such as hotel furniture, fixtures and
				equipment. This category includes guest room, dining room, and lounge furnishings; kitchen equipment; front office and
	FURNITURE, FIXTURES &			administration equipment and other decorative items. These are
	EQUIPMENT (FF & E)			essential to operating a lodging facility.
529-7	, /	Est. Replacement Cost New of FF & E		
_		Annual Rate of Depreciation applied to FF &		Annual percentage of depreciation applied against total value of
	Ť	E%		furniture, fixtures and equipment.
529-7				Market value of the depreciated furniture, fixture and equipment
		Fet Depreciated Value of EE 9 E		
529-7 529-7		Est. Depreciated Value of FF & E		for the requested income and expense year.
		Est. Depreciated Value of FF & E		for the requested income and expense year. Designated areas within an establishment that have been
		Est. Depreciated Value of FF & E		for the requested income and expense year. Designated areas within an establishment that have been approved for the consumption of alcohol by the Manitoba Liquor
		Est. Depreciated Value of FF & E		for the requested income and expense year. Designated areas within an establishment that have been approved for the consumption of alcohol by the Manitoba Liquor Control Commission (e.g. beverage room, dining room, lounge,
	LICENSED CAPACITY -	Est. Depreciated Value of FF & E		for the requested income and expense year. Designated areas within an establishment that have been approved for the consumption of alcohol by the Manitoba Liquor

FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
529-7		Please list the posted capacity (MLCC) of the following facilities where applicable:	#	
529-7	Banquet Room(s)	# of Rooms		Area typically rented out to hotel guests or outside individuals and organizations for a private reception.
529-7	Banquet Room(s)	Capacity (# of Patrons)		
529-7	Dining Room(s)	# of Rooms		Area used for the consumption of food and beverage by the hotel guests or the public. Service of liquor is only with a meal.
529-7		Capacity (# of Patrons)		
529-7	Meeting Room(s)	# of Rooms		Area typically rented out to hotel guests outside individuals and organizations for a private reception.
529-7		Capacity (# of Patrons)		
500.7	D(-)	# of Dooms		Area used for the consumption of alcohol. All types of liquor may
529-7 529-7	Beverage Room(s)	# of Rooms Capacity (# of Patrons)		be served.
529-1		Capacity (# of Pations)		Area used for the consumption of alcohol. Service of liquor is
529-7	Lounge(s)	# of Rooms		with or without a meal.
529-7	3.(1)	Capacity (# of Patrons)		
				Area used for the consumption of alcohol and providing live
529-7	Cabaret	# of Rooms		entertainment. Service of liquor is with or without a meal.
		Capacity (# of Patrons)		
A-529-8	SUPPLEMENTARY DEPARTMENTAL EXPENSE INFORMATION			
				Cost of operating the front desk, i.e. wages for Room Department
A-529-8	Rooms	Front Desk		managers, front desk clerks, and cost of benefits this Department.
A-529-8		Maid Service		Cost of wages for cleaning personnel for this Department.
A-529-8		Supplies		Room cleaning supplies, soap, shampoo, towels.
A-529-8		Other Rooms Total (*transfer to Form 529-7 Line		
A-529-8		713)		
A-529-8	Food Sales	Cost of Sales	-	The cost of the food product and non alcoholic beverages
A-529-6	Food Sales	Cost of Sales		The cost of the food product and non alcoholic beverages The cost of wages attributable to preparing and serving food and
A-529-8		Cost of Wages		non-alcoholic beverages. The cost of benefits such as EI, CPP, subsidized meals for
A-529-8		Cost of Benefits		employees that serve food and non-alcoholic beverage.
A-529-8		Entertainment		Expenses related to entertainment for the promotion of food sales.
4 500 0		0 "		Supplies include such items as napkins, condiments that would
A-529-8 A-529-8		Supplies Other		be used in the sale of food.
A-329-0		Food Sales Total (*transfer to Form 529-7		
A-529-8		Line 714)		
A-529-8	Beverage Sales	Cost of Sales		Cost of alcohol products that are served in all areas of the hotel.
	beverage Sales			Cost of the wages of personnel that serve the alcohol product, i.e.
A-529-8		Cost of Wages		bartenders, waitresses. The cost of benefits such as IE, CPP, for employees that serve
A-529-8		Cost of Benefits		alcoholic beverage.
4 500 0				Expenses related to entertainment for the promotion of alcoholic
A-529-8		Entertainment		beverages, i.e. special events, dancers, etc Supplies include such items as glasses, single bottle dispensers,
A-529-8		Supplies		etc that would be used for the alcoholic beverages.
A-529-8		Other	1	and make an according to the discriming bevoluges.
		Beverages Sales total (*transfer to 529-7		
A-529-8		line 715)	1	
A-529-8	Meeting Rooms/Banquet Sales	Cost of Sales		Includes the cost of food and beverage for meeting/banquet functions.
A-529-8		Cost of Wages		Cost of the wages of personnel that work in the Meeting/Banquet Department.
A-529-8		Cost of Benefits		The cost of benefits such as IE, CPP, for employees that are employed in the Meeting/Banquet Department.
A-529-8 A-529-8		Entertainment	+	employed in the wieeting banquet Department.
				Supplies include such items as table cloths, glasses, cutlery,
A-529-8 A-529-8		Supplies Other	+	napkins, etc
A-529-8		Banquet/Mtg Rooms Sales Total (*transfer to 529-7 Line 716)		
	ADMIN. & GENERAL			
A-529-8	EXPENSE INFORMATION			The ware cost for eccentric for all dans to the P
				The wage cost for accounting for all departments including accounting for general expenses related to courier, automobile,

FORM #	CATEGORY	ITEM	LINE #	DESCRIPTION
A-529-8		Automobile		Automobile expenses such as leases, gas, automobile maintenance.
A-529-8		Bank charges (Net of Interest)		Bank charges related to the operation of the hotel only excluding interest charges.
				Business licenses such as Liquor licenses and dues for
A-529-8	Column A	Business License & Dues		association with hospitality associations.
A-529-8		Credit Card Commissions		The amount of commissions paid to credit card organizations.
A-529-8		Courier		Fees for courier delivery service related to the operation of the hotel.
A-529-8		Cable Television		Cable vision charge to the hotel. Cable vision would cover areas for lounges, bars, etc
A-529-8		Canada Pension Plan		Contributions to CPP for employees of the administrative related personnel.
A-529-8		Cash Over & Short		Cashiers overages and shortages should be entered in this account.
A-529-8		Designated Driver Program		Cost for wages and vehicles for the DD program.
A-329-0		Designated briver Frogram		Contributions to El for employees of the administrative related
A-529-8		Employment Insurance		personnel.
A-529-8		Employee Benefits		Benefits such as pension, dental plans which the company contributes to for personnel in this Department, i.e. Janitors, Security, etc
A 500 0		Facility and Depth 1911		Rental or lease of overhead projectors for meeting rooms or other
A-529-8 A-529-8		Equipment Rental & Lease Garbage		items that are used on a short term basis.
A-529-6		Garbage		The cost of garbage pickup contracts. The cost of supplies that would not be associated with any one
A-529-8		Hotel Supplies		Department.
A-529-8		Janitorial Services		Cost of contracts with Janitorial services.
A-529-8		Legal Fees		Cost of legal fees, i.e. Appeal costs, law suits, etc
A-529-8		TOTAL COLUMN A		
				Includes the cost of uniforms or supplies to keep house laundry
A-529-8	Column B	Laundry & Linen		clean.
A-529-8		Management Fee(s)		
A-529-8		Management Wage(s)		Management wages for departmental or hotel managers on site, i.e. Manager of food and beverage, etc
A-529-8		Office Supplies		Cost of printed forms, service manuals, stationery and office supplies when used by the manager's office, the accounting office or by employees whose salaries are charged to this group.
				The cost of attorneys, public consultants and professional consultants, including fees, travel and other reimbursable
A-529-8		Professional Fees		expenses.
A-529-8 A-529-8		Employee Transportation Reservation Fees	1	Cost of transporting employees, taxis, bus. Room reservation fees that are not part of Franchise Fees.
A-029-0		1/6361ValiOII Fees	1	Cost of either security contract or wages of security people
A-529-8		Security		employed.
A-529-8		Sign Rentals		Rentals of signs for promotion.
				Cost of travel and reimbursable expenses of officers and employees of the hotel, traveling on the hotel's business, except traveling in connection with business promotion should be
A-529-8		Travel & Entertainment		charged to marketing.
A-529-8 A-529-8		Worker's Compensation Other (please specify)		Payments to Workers Compensation for employees.
A-529-8 A-529-8		Other (please specify) Other (please specify)		
A-529-8		Other (please specify) Other (please specify)	1	
A-529-8		TOTAL COLUMN B		
π-υ∠υ- υ		TOTAL GOLGIVILY D		
A-529-8	*Total Admin & Gen. Expenses	Column A + Column B = (*transfer to 529-7 line 722)		