Default Rate - Meal Plan

The Default Rates area displays a list of all of the Rate Plans you have created for your property. Here you can create a new Rate Plan and modify the Description of an existing Rate Plan, but any actual Rate and Restriction changes must be done in Manage Rates and Manage Restrictions

Each Rate Plan includes the option to add a "Meal Plan" to create a Rate Plan Package with Meal Included. There are several Meal Plan Options to choose from.

It is important to use a RATE ID and Description that will identify these Rate Plans with the Meal Plan included. For Example: QUEENBKF - Queen Room - Breakfast Included. The Rate Plan ID can be used to Report Revenue, Bookings Reports so be sure to use a Rate ID coding system that makes it easy to choose the rate plan from the Front Desk.

Create as many Rate Plans as needed and then allocate these Rate Plans to Room Types in the specific channel that you want to offer the Room Type/Rate Plan allocation (see Manage Agent Relationships). Although each Room Type can only be assigned one default Rate Plan in the Room Type List (see Room Types), multiple Rate Plans can be allocated to the same Room Type for seasonal rates and promotions. See Agent Relationships and Promotions

When setting up a Default Rate, think about the different Room Types you offer and how the rate plans will apply .Once this Default Rate is entered, you can manage rate changes and length-of-stay options in Manage Rates. After you have set up the Rate Plans, create the Room Types to associate with the default Rates.

Rates Tab

To add a a Meal Plan to a Default Rate Plan, go to **SETUP | RATES| DEFAULT RATES.** Click on the Rate ID to open the Rate Details.

A new screen will appear with the Rate Plan details.

Enter the following information:

- **Rate ID:** Enter a unique Rate ID to identify this rate (For Example: QUEENBKF. The Rate Plan ID can be used to Report Revenue, Bookings Reports so be sure to use a Rate ID coding system that makes it easy to choose the rate plan from the Front Desk.). The I.D. isfor Internal use only and will not be viewed by guests. I.D. must be alpha/numeric only. Do not use punctuation, symbols or hyphens. Use a max. of 10 Characters, 5 characters or less is preferred.
- **Description:** Enter a short description or name for this rate.This will be visible in the Front Desk, Website and Folio Statements. - Ie. Queen Room - Breakfast Included.
- **Number of Guests:** Enter the number adults that are included in the base occupancy rate for per person rates.
- **Rate Type**: Click on one of the two following radio buttons to indicate the rate type:
    - Per person - Indicates that this Rate includes the Number of Guests entered in the previous field and additional guests will be charge extra. In this example, the rate of $100 is for 1 person per Room. It is common to set this a 2 guests at the nightly rate. For example, there is a base rate for the first *2* guests and then an additional guest rate. For Example, the first 2 guests pay $80 plus $12 for each additional guest up to the capacity of the room.

- Flat rate - Indicates that this is a flat rate - any per person values will be ignored. It is a single price for all occupants up to the capacity of the room, i.e. $92 per night no matter how many guests.
- **Meal Plan:** Select the Meal Plan to add to the Rate Plan
- **Minimum Stay** – sets the minimum number of nights for bookings with this rate. Default Minimum Stay is 1.
- **Maximum Stay** - sets the maximum number of nights for bookings with this rate. Default Maximum stay is 0 which sets it to unlimited.
- **Closed to Arrival** - This indicates the days that a Rate does not apply to a specific day as indicated by the default "NNNNNNN". This means that there are NOT any days closed to arrival and that this Rate is available every day of the week. There are 7 entries here (starting with Sunday) and a 'Y' means it IS closed, a 'N' means it is NOT closed. For example, if a rate could not arrive on Mondays and Wednesdays, the code would be NYNYNNN. This is useful if you are creating a rate plan for a package or a promotion, for example. See Packages and Promotional Codes
- **Booking.com I.D.:** Used for Direct Connection
- **Expedia I.D.: Used for Direct Connection**

Each Rate has 3 Price rules – **Weekday, Weekend** and **Weekly** or Extended Stay. This allows you to set different rates depending on the day of week and length of sta. Enter the Adult daily, weekly, and weekend per day rates.

- **Adult Day** – Rate for week day nights.
- **Adult Weekend** – Rate for weekend nights. To define a Weekend, go to SETUP | SETTINGS | GENERAL SETTINGS and select the Weekend Nights (Fri, Sat and Sun) by choosing Yes.
- **Adult Week** – Rate for stays of 7 nights or more If using Flat Rate stop now. If using Per-person Rate continue.

- **Extra Day:** Applies to charge for the number guests greater than the base set in 'Number of Guests'. Enter the daily, weekly, and weekly per day rates for extra adults.
- **Child Day**: Enter the daily, weekly, and weekly per day rates for children.
- **Infant Day:** Enter the daily, weekly, and weekly per day rates for infants.