

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



HOTEL TAX

HOW TO DETERMINE YOUR NUMBER OF ROOM NIGHTS FOR THE MONTH

In order to accurately determine what the occupancy rate and average room rate is for Galena hotels, guest houses, and vacation rentals, we need to know what your gross revenue was for the month and the number of room nights your property booked. "Room nights" is not the number of rooms/units you have in your facility. Room nights is the number of rooms/units you filled during the month.

Here are some examples:

Each time you fill a room/unit for a night, that is considered a room night. If those guests stay two nights in that room/unit, that would be two room nights.

If you have five guest rooms/units and you fill all of them on Friday and Saturday night, that would equal to 10 room nights.

If there were four weekends in the month and all five of your rooms/units were filled for two nights each on every weekend in that month, that would be equal to 40 room nights.

Why it is important:

Having room nights accurately reported allows us to divide the gross revenue you report by the number of room nights you report to determine your average room/unit rate per night. Without this number, we have to search your website to determine your rates and in some cases, average them if they differ room to room. Likewise, rates may differ for mid-week bookings versus weekend bookings. It is difficult to calculate an accurate average room rate if we do not have the actual room nights reported to us monthly.

Accurately reported room nights also allows us to determine your occupancy rate. If there were 30 days in the month and you have five rooms, you have 150 room nights possible in that month. If we know how many room nights you filled, we can calculate the actual percentage occupancy rate.

These reports help us understand whether Galena lodging facilities are doing better or worse than previous years. We pass on the occupancy rates and average room rate reports to our marketing entity so they can plan their marketing efforts accordingly.