



National Statistics Office of Georgia
Geostat

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Survey of Hotels and hotel type enterprises

Questionnaire № 05.5.6.1 (annual)

Approved by the Decree № 4 of the National Statistics Office of Georgia,
19.02.2019.

Questionnaire is to be submitted by hotels and hotel type enterprises of all organizational-legal form, regardless type of economic activities, type of ownership and size, no later than May 21 (in case of seasonal operation, no later than June 15) of the current year to the respective structural unit of the regional office of the National Statistics Office of Georgia;

According to the paragraph 2 of article 24 of "The Law of Georgia on Official Statistics" Geostat is authorized to request and receive from administrative bodies, physical and legal persons all kinds of statistical data and other information, including confidential information and/or information containing personal data to perform its functions. Responsibility for not providing information is under the Code of Administrative Offences of Georgia, article 177¹².

The individual data is confidential and is protected by "The Law on Personal Data Protection" and "The Law of Georgia on Official Statistics". In addition, personal data and/or individual data collected or received by the institution producing official statistics about a physical person or legal entity shall be kept confidential and shall be used only for statistical purposes.

Gray boxes are filled in by the National Statistics Office of Georgia.

The questionnaire will be completed based on the results of the previous year, according to the accrual method.

Interviewer:

Name, Surname

Signature

Full name of enterprise (organization)

Statistical Registry Identification Number

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Taxpayer identification code

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Owner (Director)

COLF Code

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(Name, Surname)

(Signature)

1. Identification Data

I	Legal Address (according to the registration document) (Municipality)	Postal Code	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
 (City, borough, community) * Please emphasize one							
	 (Village)						
	 (Street and other address)	CATU Code	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
	Actual Address ¹ (Municipality)	Postal Code	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
..... (City, borough, community) * Please emphasize one								
	 (Village)						
	 (Street and other address)	CATU Code	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				

¹ The actual address of the hotel (hotel type) is defined by the area where the hotel is actually located. In case, when the institution has two or more hotel or hotel type, the actual address will be the address of the local unit (hotel), which is the largest volume of annual turnover. If only the management is managed from the head office - the actual address is the local unit address.

<p>II Enterprise (director) requisites</p> <p>Phone Number</p> <p>Mobile Phone Number</p> <p>Fax Number</p> <p>E-mail:</p> <p>Website:</p>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <p>http://www _____</p>
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<p>III Correspondence details</p> <p>(If the enterprise uses an audit or accounting company, indicates the requisites of this company and if the enterprise does not use these services, indicates the main accountant or person's personal information which is responsible for filling out the questionnaire. In this case the name of the company will not be filled)</p> <p>Phone Number</p> <p>Mobile Phone Number</p> <p>Fax Number</p> <p>E-mail:</p>	<p>_____ (Full Name of Enterprise)</p> <p>_____ (Name, Surname)</p> <p>_____ (Municipality)</p> <p>_____ (City, borough, community) * please underline one</p> <p>_____ (Village)</p> <p>_____ (Street and other address)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <p style="text-align: right;">Postal Code </p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <p style="text-align: right;">CATU Code </p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> <p style="text-align: right;">(Int. number)</p>
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<p>IV Form of ownership</p> <p>(Limited liability companies, Joint stock companies and in case of Cooperatives-according to the capital structure)</p> <p>* - Founding countries (Please indicate)</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Percent (decimal points)</th> <th style="width: 20%; text-align: center;">COT Code</th> </tr> </thead> <tbody> <tr> <td>Private (local physical and legal persons)</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> </td> <td style="text-align: center;"><div style="border: 1px solid black; padding: 2px;"> </div></td> </tr> <tr> <td>Private (foreign physical and legal persons)</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> </td> <td style="text-align: center;"><div style="border: 1px solid black; padding: 2px;"> </div></td> </tr> <tr> <td>State</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> </td> <td style="text-align: center;"><div style="border: 1px solid black; padding: 2px;"> </div></td> </tr> <tr> <td>Self-Governance</td> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div> </td> <td style="text-align: center;"><div style="border: 1px solid black; padding: 2px;"> </div></td> </tr> </tbody> </table> <p>_____</p> <p>_____</p>		Percent (decimal points)	COT Code	Private (local physical and legal persons)	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>	Private (foreign physical and legal persons)	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>	State	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>	Self-Governance	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px dashed black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px;"> </div> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>
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1. Number of Hotels²

1.1 Hotel name		
1.2 Actual Address	Municipality	
	City, borough, community <small>* please underline one</small>	
	Village	
	Street and other address	
1.3 Seasonal activity (circle the appropriate answer)	1. Yes 2. No	

1.4 Type of establishment, according to types of economic activity (please mark one answer with X)

Code	Type of economic activity	
55.10.1	Hotels and similar accommodation with restaurant	
55.10.2	Hotels and similar accommodation without restaurant	
55.20.0	Holiday and other short-stay accommodation	
55.30.0	Camping grounds, recreational vehicle parks and trailer parks	

2. Main indicators (by the end of the year)

2.1

	Row Nº	Unit of Measure	Total
A	B	C	1
Total area of buildings	4	Sq.m	
Living area of all rooms	6	Sq.m	
Average monthly number of employees	8	persons	
of which in restaurants, bars and other catering facilities	9	persons	
Women from the average monthly number of employees	10	persons	
Hired from the average monthly number of employees	11	persons	

2.2 Number of rooms and places (unit)

	Row Nº	Total	Of which		Total Number of bed places
			With shower	Without shower	
A	B	1	2	3	4
Total number of rooms (sum of the rows 2-7)	1				
of which: Suites	2			X	
Single rooms	3				X
Double rooms	4				X
Triple rooms	5				X
Quadruple rooms	6				X
Rooms with five or more bed places	7				

2.3 Does the hotel have at least one room accessible for persons with reduced mobility, including wheelchair users?

1	Yes
2	No

2.4 How many conference spaces does the hotel have where various types of events can be held? _____ (If the answer is 0, go to Table 3)

2.5 How many guests are these conference spaces designed for? _____

2.6 How many events did these conference spaces host in the past year? _____ (If the answer is 0, go to Table 3)

2.7 How many guests did these conference spaces host last year? _____

² It means hotel, hotel-type establishment and other means of accommodation.

3. Hotel Occupancy Rates (unit)

	Row N°	Number
A	B	1
Number of working days of the hotel per year	1	
Average length of stay of guests at the hotel (nights)	2	
Number of available bed place-days per year	3	
Number of occupied bed place-days per year	4	
Hotel occupancy rate of bed places per year (percentage)	5	
Number of available room-days per year	6	
Number of occupied room-days per year	7	
Hotel occupancy rate of rooms per year (percentage)	8	

4. Economic and financial indicators (thousand GEL)

	Row N°	Total
A	B	1
Incomes, total (without VAT and excise duty) (sum of the rows 2-7)	1	
Of which:		
from the use of rooms	2	
from the services of catering facilities (restaurants, bars, etc.)	4	
from additional services	5	
from lease of fixed assets (fixed capital)	6	
Other types of income	7	
Total costs (sum of the rows 9-10)	8	
Of which:		
on employees salaries	9	
Other expenses	10	

5. Average room price per day (GEL)

A	B	With Breakfast (BB)	With Double Meal (HB)	With Triple Meal (FB)	Without Meal (RO)
		1	2	3	4
Suite	January				
	April				
	July				
	October				
Single Room	January				
	April				
	July				
	October				
Double Room	January				
	April				
	July				
	October				
Triple Room	January				
	April				
	July				
	October				
Quadruple Room	January				
	April				
	July				
	October				
Room with five or more bed places	January				
	April				
	July				
	October				

6. Distribution of guests by country and purpose of arrival during the year (persons)

A	B	The total number of guests	Of which purpose of arrival:			
			Recreation and rest	Business trip	Treatment	Other purpose
		1	2	3	4	5
Total (row 02 + row 03)	01					
Of which:						
from Georgia	02					
from abroad (sum of the rows 04–30)	03					
	04					
	05					
	06					
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Time spent on completing the questionnaire: hours minutes

This questionnaire can be found on the website of National Statistics Office of Georgia:
<http://www.geostat.ge>

Thank you for your cooperation!

Instructions for completing the survey questionnaire for hotels and hotel-type enterprises

The statistical observation objects are hotels and hotel type enterprises (regardless of their organizational-legal and property form).

- **The number of hotels** shall take into account the head office, branches, representative offices of the hotel and hotel-type enterprises, as well as local units located at different addresses that constitute a unified hotel (hotel-type enterprise) chain.

- **55.10 Hotels and similar accommodation**

This class includes the provision of accommodation, typically on a daily or weekly basis, principally for short stays by visitors. This includes the provision of furnished accommodation in guest rooms and suites. Services include daily cleaning and bed-making. A range of additional services may be provided such as food and beverage services, parking, laundry services, swimming pools and exercise rooms, recreational facilities as well as conference and convention facilities.

This class includes accommodation provided by:

- hotels
- resort hotels
- suite/apartment hotels
- motels

This class excludes:

- provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis.

- **55.20 Holiday and other short-stay accommodation**

This class includes the provision of accommodation, typically on a daily or weekly basis, principally for short stays by visitors, in self-contained space consisting of complete furnished rooms or areas for living/dining and sleeping, with cooking facilities or fully equipped kitchens. This may take the form of apartments or flats in small free-standing multi-storey buildings or clusters of buildings, or single storey bungalows, chalets, cottages and cabins. Very minimal complementary services, if any, are provided.

This class includes accommodation provided by:

- children and other holiday homes
- visitor flats and bungalows
- cottages and cabins without housekeeping services
- youth hostels and mountain refugees

This class excludes:

- provision of furnished short-stay accommodation with daily cleaning, bed-making, food and beverage services
- provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis;

- **55.30 Camping grounds, recreational vehicle parks and trailer parks**

This class includes:

- provision of accommodation in campgrounds, trailer parks, recreational camps and fishing and hunting camps for short stay visitors
- provision of space and facilities for recreational vehicles This class also includes accommodation provided by:
- protective shelters or plain bivouac facilities for placing tents and/or sleeping bags.

This class excludes:

- mountain refuge, cabins and hostels.

- **Resident** - a physical person whose permanent location is in Georgia.
- **Non-resident** - a physical person whose permanent location is outside the territory of Georgia, as well as representatives of foreign diplomatic and their family members, foreign students and patients.
- **2. Main indicators – Table 2.1:**
 - The row 4 (the total area) is the sum of all rooms, auxiliary shelves and buildings (kitchen, bathroom, toilet, storage cell, buffet, warehouse, living room, corridor, vestibule, hall, Wardrobe, administrator's room, etc.). The total area is not included in the staircase, tambouras, balconies, locomotives;
 - In the row 6 will be indicated the living area of all rooms;
 - The row 8 (monthly average number of employees) reflects the average monthly number of employees in the hotel, including administrative-management staff and employees of auxiliary enterprises (restaurants, bars, beauty salon employees, etc.) on the balance sheet of the hotel, during the reporting year;
 - In the row 9 is indicated the number of employees in restaurants, bars and other catering facilities in the hotel;
 - In the row 10 - the number of women from the average monthly number of employees in the hotel;
 - In the row 11 - the average monthly number of employees hired in the hotel.
- **2. Main indicators – Table 2.2:**
 - In the first row of the first column should be specified the total number of rooms. This row should be equal to the sum of rows 2-7;
 - In the first row of the column 4 should be specified the total number of bed places (this does not include the number of beds that were added later);
 - In the row 7 of the column 4 should be specified the total number of bed places in rooms with five or more bed places. Also, (row 1, column 4) = (row 2, column 4) + (row 3, column 1) X 1 + (row 4, column 1) X 2 + (row 5, column 1) X 3 + (row 6, column 1) X 4 + (row 7, column 4).
- The answer to question 2.3 should be "yes", if there is at least one room in the hotel that is adapted to the needs of persons with reduced mobility, in particular, at least one room is arranged in such a way that a person with reduced mobility (including wheelchair users) can use the room independently. Otherwise, the answer "No" should be circled.
- The answer to question 2.4 should indicate the number of conference spaces that can be rented for various types of events, such as: business meeting, conference, congress, forum, training, presentation, seminar, "workshop", symposium, etc. If the hotel does not have a conference space, indicate "0" and go to Table 3.
- The answer to question 2.5 should indicate the total capacity of the mentioned conference spaces (how many guests are all the conference spaces in the hotel designed for).
- The answer to question 2.6 should indicate how many events the conference spaces have hosted in the past year. If the answer is 0, go to Table 3.
- The answer to question 2.7 should indicate how many guests the aforementioned conference spaces hosted during the past year.
- **3. Hotel Occupancy Rates**
 - The first row shows the number of working days of the hotel per year. It refers to the days when the hotel was ready to receive a guest, regardless of whether it actually had guests or not. Perhaps the hotel was ready to receive guests for 365 days, but had no guests for 40 days, in this case 365 is recorded. Perhaps the hotel operates seasonally, for example, only during the summer, and is closed and not ready to receive guests at other times of the year, in this case 92 is recorded (June-August period);
 - The row 2 "Average length of stay of guests at the hotel (nights)" should be filled as the following: for example, the hotel had 25 guests during the year, of which 2 guests stayed for 10 days, 3 guests – for 15 days, 20 guests – for 3 days. Average length of stay of guests at the hotel will equal: $((2 \times 10) + (3 \times 15) + (20 \times 3)) / 25 = 5$ days. This number shall not exceed 365 days;
 - The row 3 "Number of available bed place-days per year" should be filled as the following: for example, there are 10 bed places in the hotel and the hotel worked for 200 days, of which 50 days it did not rent any rooms. However, there will be a number of available bed place-days per year $10 \times 200 = 2000$. If 5 beds have been added to the mentioned 10 bed places in the last month, the number of available bed place-days will be $(10 \times 200) + (5 \times 30) = 2150$;
 - The row 4 "Number of occupied bed place-days per year" should be filled as the following: for example, there are 10 bed places in the hotel. During the year 5 bed places were occupied for 40 days, 3 bed places - for 100 days, 2 bed places - for 150 days. The number of occupied bed place-days per year will equal: $(5 \times 40) + (3 \times 100) + (2 \times 150) = 800$;
 - In the row 5 should be specified the hotel occupancy rate of bed places per year (percentage);

- The row 6 “Number of available room-days per year” should be filled as the following: for example, there are 100 rooms in the hotel and the hotel worked for 90 days. Of these, 75 rooms were available for 90 days. The remaining 25 rooms were available for 30 days (added in the last month). The number of available room-days per year will be calculated as following: $(75 \times 90) + (25 \times 30) = 6750 + 750 = 7500$;
 - The row 7 “Number of occupied room-days per year” should be filled as the following: for example, there are 100 rooms in the hotel. Of these, 50 rooms were occupied for 80 days. The remaining 50 rooms were occupied for 55 days. The number of occupied room-days per year will be calculated as following: $(50 \times 80) + (50 \times 55) = 4000 + 2750 = 6750$;
 - In the row 8 should be specified the hotel occupancy rate of rooms per year (percentage);
- The first row of the **section 4** should contain the data on the total incomes without VAT and excise duty, besides, for the hotels with catering facility – the total value of turnover. The total value of income (row 1) contains the income from the use of rooms of the hotel including the sum of the income from the use of permanent and temporary (additional) bed places and from the booking of bed places and rooms in line with existing tariffs (row 2); turnover of catering facilities (restaurant, bar etc.) (row 4); the income from additional services (luggage delivery and storage, all types of transportation, purchasing and delivering tickets for different events (sightseeing), calling a taxi, orders for phone calls, organizing excursions, use of household equipment (TV, fridge, ventilator, iron, alarm etc.), delivery of water, tea, cigarettes etc. in the room) (row 5). The cost of additional services listed above is not counted separately if it is included in the room price; the income from lease of fixed assets (fixed capital); other types of the hotel incomes (e.g. interest income) (row 7). Row 8 shows the total costs of the hotel (sum of rows 9-10), rows 9 and 10 contain expenses on employee salaries and other expenses (spent on goods, utility payments, taxes and interest, ongoing maintenance (repair), insurance etc.).
 - **Section 5** contains the average price of suite, single room, double room, triple room, quadruple room or room with five or more bed places (with or without food cost) per day in January, April, July and October.
 - **Section 6** “Distribution of guests by country and the purpose of arrival during the year” contains the data on the number of hotel guests by country and the purpose of arrival: holiday, leisure and recreation, business or professional, health and medical care and other purposes (visiting friends/relatives, sightseeing, attending cultural or sport events, honeymoon, also crews of air and maritime crews, transit passengers etc.).
 - In the rows 04-30 of **section 6** should be made a list of the countries from which the guests arrived.