**Introduction to Hotel Contract Setup in moonstride**

*Build, edit, and manage detailed hotel contracts for every accommodation—track rooms, rates, rules, policies, allocations, and much more from a single, well-structured workspace.*

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**1. Introduction**

Hotel contracts are vital to your travel business—setting prices, controlling inventory, and ensuring accuracy and profitability. moonstride offers a powerful, flexible contract module so you can manage everything from simple to complex hotel agreements quickly and efficiently.

**2. Navigation & Layout of the Hotel Contract Module**

**Access hotel contracts:** Services → Hotels → Manage Hotels → [Gear Icon] for any hotel → Edit → Manage Hotel Contract

At the top of the contract screen, you’ll see a series of tabs for every contract detail area:

* Contract Details
* Room
* Rate Plan
* Booking Rule
* Cancellation Policy
* Supplier Commission
* Supplier Cost
* Customer Price
* Allocation Group
* Allocation / Stop Sale
* Supplements
* Offers
* Image Gallery
* Fare Type
* Hotel Details
* FOC

[Insert screenshot here: Full contract management page (as shown in the image above) with tabs highlighted]

**3. Key Sections in Hotel Contract Setup**

Each tab opens a different aspect of your contract. For example:

* **Room:** Set up all room types and manage occupancy rules.
* **Rate Plan:** Configure seasonal and promotional rates.
* **Booking Rule:** Define conditions for reservations (e.g., min/max stay, check-in/out).
* **Cancellation Policy:** Add or edit policies for flexible, refundable, or strict cancellation.
* **Supplier/Customer Pricing:** Set costs, commissions, and margins for every service.
* **Allocation Group:** Manage how many rooms are allocated by contract or supplier agreement.
* **Supplements/Offers:** List extras (e.g., meals, activities) and special discounts.
* **Image Gallery:** Upload hotel images for reference and documentation.

Explore each tab to fine-tune your contract setup, upload essential details, and optimise how your accommodation product appears to staff and customers.

**4. Room Management Overview**

The **Room** tab lets you add, configure, and manage every room category for a hotel. In this area, you can:

* **Add new room types:** Click **+ Add** to create a new room (e.g., Standard Room, Standard Twin/Double, Standard Single). Each is displayed in the listing.
* **Edit room details and occupancy rules:** Click **View/Edit Occupancy Rule** for each room to open detailed configuration for max/min guests, children, or special rules.
* **Copy existing room setups:** Use **Copy Room** to clone the configuration from one room to similar new entries.
* **Sort or sequence rooms:** Adjust the order rooms appear using the **Sort Order** box; click **Save Sequence** to apply.
* **Change room status:** Use the **Active**/Inactive toggle for each room to control visibility in allocations and quotations.
* **Paginate and search:** Use the **Search** bar, page selector, and display controls at the bottom to browse larger room lists.

[Insert screenshot here: Room management table, showing sample rooms, occupancy rules, status, and sorting options]

Action options are accessible from the **Actions** column (gear icon) next to each room.

**5. See Also**

* [Loading Rate Plans and Seasonal Pricing](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Setting Up Booking Rules and Policies](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Managing Allocations, Supplements, and Offers](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Hotel Inventory Control](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Hotel contract management in moonstride allows you to centrally administer every part of your accommodation agreements—rooms, policies, prices, inventory, and more. Use the intuitive tabs and action menus shown above to keep your contracts competitive and compliant.