



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 (except Individual Entrepreneurs), regardless type of economic activities, type of ownership and size, no later than June 15 of the current year to the respective structural unit of the territorial body 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 2022, according to the accrual method.

Interviewer:

Name, Surname Signature

<p>Full name of enterprise (organization)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Statistical Registry Identification Number</p> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table> <p align="center">Taxpayer identification code</p> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>																													
<p>Owner (Director)</p> <p>_____</p> <p align="center">(Name, Surname)</p> <p>_____</p> <p align="center">(Signature)</p>	<p align="center">COLF Code <table border="1" style="display: inline-table; width: 40px; height: 20px; border-collapse: collapse;"> <tr> <td style="width:20px;"></td> <td style="width:20px;"></td> </tr> </table></p>																													

1. Identification Data

I	<p>Legal Address (according to the registration document)</p>	<p>..... (Municipality) Postal Code <table border="1" style="display: inline-table; width: 40px; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> </tr> </table></p> <p>..... (City, borough, community) * Please emphasize one</p> <p>..... (Village)</p> <p>..... (Street and other address) CATU Code <table border="1" style="display: inline-table; width: 40px; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> </tr> </table></p>								
	<p>Actual Address¹</p>	<p>..... (Municipality) Postal Code <table border="1" style="display: inline-table; width: 40px; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> </tr> </table></p> <p>..... (City, borough, community) * Please emphasize one</p> <p>..... (Village)</p> <p>..... (Street and other address) CATU Code <table border="1" style="display: inline-table; width: 40px; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> <td style="width:10px;"></td> </tr> </table></p>								

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.

II Enterprise (director) requisites

Phone Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mobile Phone Number

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(Int. number)

Fax Number

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E-mail:

Website:

http:\\www _____

III Correspondence details

(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)

(Full Name of Enterprise)

(Name, Surname)

(Municipality)

Postal Code

(City, borough, community) * please underline one

(Village)

(Street and other address)

CATU Code

Phone Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-mail:

IV

Form of ownership

(Limited liability companies, Joint stock companies and in case of Cooperatives-according to the capital structure)

	Percent (Decimal)	COT Code
Private (local physical and legal persons)	<input type="text"/>	<input type="text"/>
Private (foreign physical and legal persons)	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
Self-Governance	<input type="text"/>	<input type="text"/>

* - Founding counties
(Please indicate)

1. Number of Hotels¹

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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 (check the appropriate box)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 №	Unit of Measure	Total
A	B	C	1
The year of entering the hotel exploitation	1	X	
Total area	4	Sq.m	
Living area of all rooms	6	Sq.m	
Total area of the territory (land)	7	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 №	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 that is adapted to the needs of people with disabilities?

Yes No

¹ It means hotel, hotel-type establishment and other means of accommodation.

3. Hotel Occupancy Rates (unit)

	Row №	Number
A	B	1
Number of hotel working days per year	1	
Average length of stay of guests in 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 by 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 by rooms per year (percentage)	8	

4. Economic and financial indicators (thousand GEL)

	Row №	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 employee salaries	9	
Other expenses	10	

5. Average cost of one room 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 visitors by country and purpose of arrival during the year (persons)

		The total number of guests	Of which purpose of arrival:			
			Recreation and rest	Business trip	Treatment	Other purpose
A	B	1	2	3	4	5
Total (row 02 + row 03)	01					
Of which:						
from Georgia	02					
from abroad (row 04 + row 31 + row 43)	03					
Of which:						
from EU countries (sum of the rows 05-30)	04					
Of which:						
Austria	05					
Belgium	06					
Bulgaria	07					
Germany	08					
Denmark	09					
Spain	10					
Estonia	11					
Republic of Ireland	12					
Italy	13					
Cyprus	14					
Latvia	15					
Lithuania	16					
Luxembourg	17					
Malta	18					
Netherlands	19					
Poland	20					
Portugal	21					
Romania	22					
Greece	23					
France	24					
Slovakia	25					
Slovenia	26					
Hungary	27					
Finland	28					
Sweden	29					
Czech Republic	30					

from CIS countries (sum of the rows 32-42)	31					
Of which:						
Azerbaijan	32					
Belarus	33					
Turkmenistan	34					
Moldova	35					
Russia	36					
Armenia	37					
Tajikistan	38					
Uzbekistan	39					
Ukraine	40					
Kazakhstan	41					
Kyrgyzstan	42					
from other countries (sum of the rows 44-58)	43					
from (please make a list of countries):						
	44					
	45					

	46					
	47					
	48					
	49					
	50					
	51					
	52					
	53					
	54					
	55					
	56					
	57					
	58					

Time spent on completing the questionnaire hours minutes

This questionnaire can be found on the website of the 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 object is hotels and hotel type enterprises (regardless of their organizational-legal and property form).

➤ **Number of hotels** - is indicated as the number of hotels in the balance of the hotel and accountable in the balance of the hotel.

➤ **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.

This class is divided into two subclasses: **55.10.1 Hotels and similar accommodation with restaurant** and **55.10.2 Hotels and similar accommodation without restaurant**

➤ **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 refuges

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 first line (the year of entering the hotel exploitation) should indicate the year when the hotel was put into operation for the first time;
 - The 4th row (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 6th row will be indicated the living area of all rooms;
 - The 7th row (total area of the territory (land)) indicates the area of the land on which the hotel is located, including auxiliary buildings, yards and other territory;
 - The 8th row (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 9th row is indicated the number of employees in restaurants, bars and other catering facilities in the hotel;
 - In the 10th row - the number of women from the average monthly number of employees in the hotel;
 - In the 11th row - 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 4th column should be specified the total number of bed places (this does not include the number of beds that were added later);
 - In the 7th row of the 4th column 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, column1 X 2 + row 5, column1 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 disabilities, in particular, at least one room is arranged in such a way that a person with disabilities can use the said room independently. Otherwise, the answer "No" should be marked.
- **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 2nd row “Average length of stay of guests in the hotel (nights)” should be filled as the following: for example, the hotel had 25 guests during the year, of which 10 guests stayed for 10 days, 3 guests – for 15 days, 20 guests – for 3 days. Average length of stay of guests in the hotel will equal: $((2 \times 10) + (3 \times 15) + (20 \times 3)) / 25 = 5$ days. This number shall not exceed 365 days;
 - The 3rd row “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 4th row “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 5th row should be specified the hotel occupancy rate by bed places per year (percentage);

- The 6th row “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 7th row “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 8th row should be specified the hotel occupancy rate by rooms per year (percentage);
- The first row of the **4th section** 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), 9th and 10th rows contain expenses on employee salaries and other expenses (spent on goods, utility payments, taxes and interest, ongoing maintenance (repair), insurance etc.).
- **5th section** contains the average cost of suite, single room, double room, triple room, quadruple room or room with five or more beds (with or without food cost) per day in January, April, July and October.
- **6th section “Distribution of visitors by country and the purpose of arrival during the year”** contains the data on the number of hotel visitors by country and the purpose of arrival, namely, 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 05-58 of **section 6** should be made a list of the countries from which the visitors came.

National Statistics Office of Georgia