Hotel and Convention (Rooms)
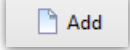
Last Modified on 06/01/2026 1:33 pm EST
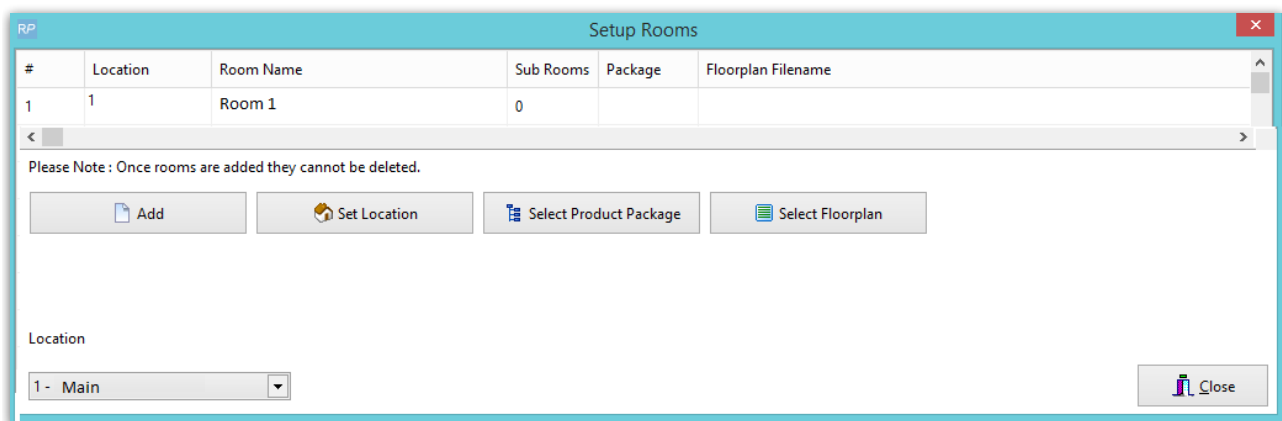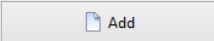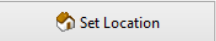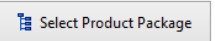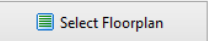
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Setup Rooms

The Setup Rooms feature is limited to use in the Convention Centre Module (as identified by your user license) or our Hotel Master Billing functionality. A hotel or convention centre may have a fixed number of rooms that they rent out, such as a ballroom, conference room or executive meeting room.

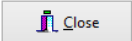To enter rooms select **Setup > Rooms** from the main menu, then click [Add] to enter a new room

Location refers to one of the locations already set-up in RentalPoint. This room is only available in the location that you select. (This option is only required if you also have the multi-location module)

Each room may also have **Sub Rooms**, such as a large conference room that divides into smaller rooms with the use of divider walls. Enter the number of sub rooms that the larger room can be divided into.

To select a package for the room click **Select Product Package** and select the package from the product setup.

To select a picture of the floor plan you can either type in the path or click **Select Floorplan**.

Please note, once you have created a Room you can rename it but not delete it.

Using Rooms

Once there is a room added, the venue tab in the booking will no longer display the venue selection tab and will instead display the room tab. This is because all the bookings will be going to different rooms at the same venue (such as in a convention centre).

- If multilocation is also enabled then the rooms can be entered for certain locations. Some locations may be hotels/conventions centres and not need the venue address while others are warehouse locations that ship equipment out.
- The room tab will appear instead of the venue tab as soon as there are rooms entered for the particular location (after the program is restarted). These rooms are stored in the table tblHccRooms
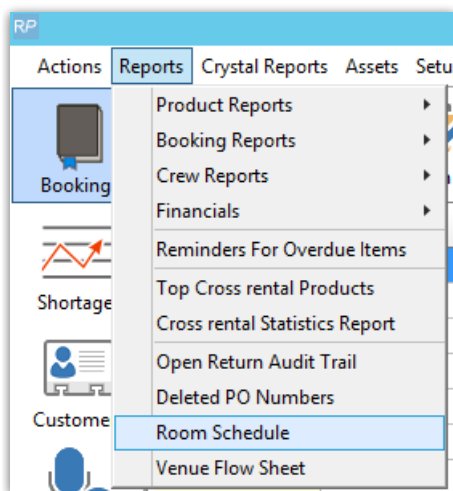
Room Schedule Report

The Room Schedule report details the equipment and bookings that are being scheduled in a particular room, on a particular day. This report is only available with the Hotel or Convention Center module or Hotel Master Billing. This module does not come standard with RentalPoint and requires specific license settings. Please contact support@rentp.com for more information.
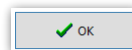
Room	Wednesday 06/05/19	Thursday 06/06/19	Friday 06/07/19	Notes
Settlers Park				
The Mall				
East End	08:00 - 17:00 1-MON55 1-EXSPKPHN B:A2MILKCO00001			
West End	08:00 - 17:00 1-MON55 B:INTANDEM00001			

Running the Report

To run the report click the Rooms Schedule option from the reports main menu.

Enter the selection criteria for the report, then click [✔ OK]

1. Date to be used for the report
2. Where that date can be found in the booking
3. What booking status should be included
4. Region and location for the booking

Next choose the printer or output media for your report (to save to PDF, choose RentalPointPDF)

Information Recorded in the Booking

Modify booking

Out 06/04/19 0800 In 06/05/19 1700   A2MILKCO00001   Region [1 - Florence ▼]   Location [10 - Florence ▼]

| Customer | Calendar | Venue | Equipment | Crew | Notes | Payments | Attachments | Other Details | Status |

Warehouse Out Date and Time

[06/04/19]   June 4th 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

[◀ Year] [◀ Month] [⌂] [Month ▶] [Year ▶]

Warehouse Out Time   [0800]

Warehouse In Date and Time

[06/05/19]   June 5th 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

[◀ Year] [◀ Month] [⌂] [Month ▶] [Year ▶]

Warehouse In Time   [1700]

Schedule Dates and Times

☑ Schedule Enabled

	Date	Time
☑ Delivery	06/04/19	0800
☑ Setup by	06/04/19	0800
☐ Rehearsal	06/04/19	0800

	Date	Time
☑ Show starts	06/04/19	0800
☑ Show finishes	06/05/19	1700
☑ Strike	06/05/19	1700

Days Using   [1__] [?]
Days charged   [1.00__]

Modify booking

Out 06/04/19 0800 In 06/05/19 1700   A2MILKCO00001   Region [1 - Florence ▼]   Location [10 - Florence ▼]

| Customer | Calendar | Venue | Equipment | Crew | Notes | Payments | Attachments | Other Details | Status |

Status

○ Quote   (equipment NOT reserved, no warnings)

○ Light Pencil booking   (equipment NOT reserved, some warnings)

○ Heavy Pencil booking   (equipment reserved, must be confirmed by date)

● Confirmed booking   (equipment reserved, P.O. or other document required)

○ Cancelled   (equipment NOT reserved, no warnings)