

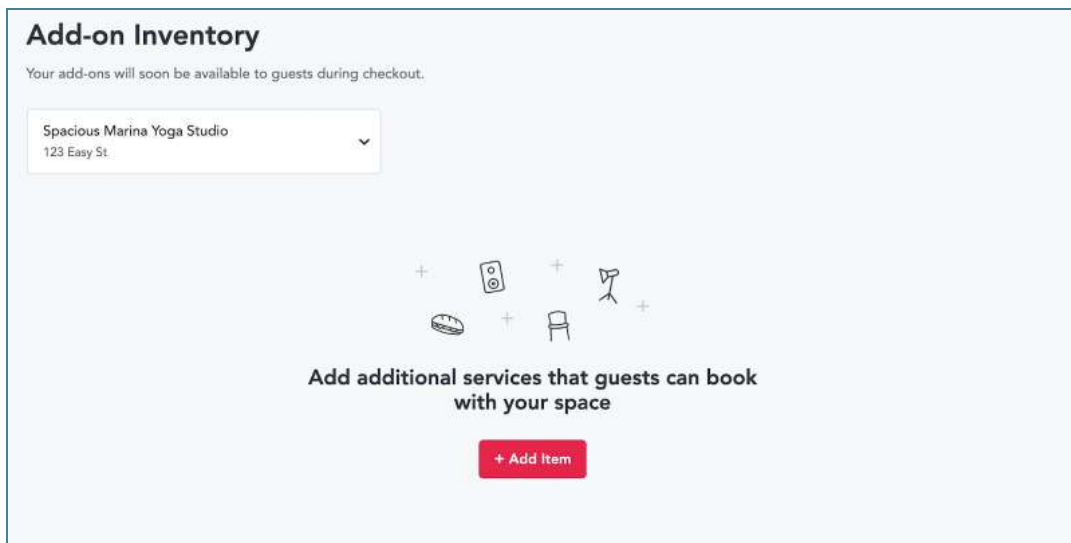


## Food and Beverage as Add-ons

If you manage listings on Peerspace that require the purchase of food and beverage, the following step-by-step guide was created for you. We hope these tips and tricks make hosting a bit easier!

### Part 1: Creating your F&B Packages

1. Go to your [inventory page](#) and select the space that requires F&B:



2. Create an add-on for each package you offer ([more details here](#)):

Things to keep in mind:

*Add "Required" to the title of each add-on to ensure guests have the right expectations.*

*Factor in the 15% Peerspace service fee when pricing your packages.  
Note: the 15% fee does not apply to tax or tip.*

*Be sure to select "Yes" to "Show on listings?"*

**Show on listings? \***

Yes

No

Showing this item on your listing will make it available for purchase.

3. Once created, your add-ons will display on your listing like this:

**Add-ons from the host**  
Host provided services, items or options

<b>Continental Breakfast</b> \$15.00/person Includes full coffee set-up, b...	<b>Dessert Buffet</b> \$6.00/person Homemade chocolate chip b...	<b>Coffee Service</b> \$4.00/person Hot strong coffee ready for ...
<b>Lunch Buffet</b> \$20.00/person Includes cold cut sandwiche...	<b>Soft drink set-up</b> \$5.00/person An ice-cold assortment of sof...	<b>Snacks</b> \$6.00/person Individual packages of gran...

Example 1: [Creative Urban Winery Space](#)

Example 2: [Gourmet Kitchen in Wicker Park](#)

Example 3: [Cozy Loft Space Inside Capitol Hill](#)

**Note:** Because you can't automatically require add-ons at checkout, it's likely that guests will send booking requests without them. Keep reading to learn how you can make sure your F&B costs are covered.



## Food and Beverage as Add-ons

### Part 2: Managing your F&B Listings

**Hourly Rates for F&B Listings:** You'll be charging for F&B separately, so your hourly rate should represent your venue fee only. If you don't have a venue fee, we recommend setting this to something that scales with your minimum and using it as a negotiation tool.

*Locate your F&B listing and select "Edit Price" from your [Listings tab](#)*

A screenshot of a web form for setting an hourly base rate. The form has a light blue background. At the top, it says "Hourly base rate" in bold. Below that, in smaller text, it says "This rate applies to all bookable hours for this listing type." At the bottom, there is a text input field with a dollar sign icon on the left and the number "257" inside.

**Descriptions for F&B Listings:** The more transparency, the better. Detail your required costs in the 'About your Space' section of your listing, such as a minimum spend. Use this space to set expectations with guests that any "required" add-ons will be added to the booking through Custom Offer if not selected at checkout.

**Confirming F&B bookings:** If/When your F&B add-ons aren't selected by guests at checkout, or if you need to account for variations to the package, use the "Custom Offer" feature to edit the space rental fee (to \$0/hr if necessary) and attach your adjusted F&B add-ons. [Learn more.](#)

## Step 1: Edit the space rental subtotal as necessary

[Details](#) > [Add-ons](#) > [Review](#)

### Booking details

If the booking details have changed, you can update them here.

#### Date and Time

**Current**

Sat, Jun 29, 2019  
5:00 pm - 10:00 pm PDT

**Date & time**

Sep 27, 2019

10:00 am 4:00 pm

[Extend a day](#)

#### Attendees

**Current**

25 people

25


#### Space rental

**Current**

Subtotal	\$500.00	\$ 500.00
Total	\$500.00	\$500.00

#### Activity Details

**Guest**

 Sarah S.

**Space**

Amazing Penthouse with Unbelievable Views (Event)

## Step 2: Attach the relevant, required add-ons


[Details](#) > [Add-ons](#) > [Review](#)


### Add-on services


#### What are add-ons?


Add additional services that guests can book with your space. Each add on will be a separate line item in this booking.


#### Popular add-ons


 A/V equipment

 Bar services

 Food and drink

 Staffing

 Furniture

 Entertainment

#### Added to booking


Title	Quantity	Price	Amount
Bar Package	1	\$ 1200 flat fee	\$1,200.00
<a href="#">+ Add Item</a>			
Taxes			\$126.00
Fees			\$240.00
<b>Add-ons total</b>			<b>\$1,566.00</b>

[Back](#)

[Continue to Review Booking](#)

#### Activity Details

**Guest**

 Sarah S.

**Space**

Amazing Penthouse with Unbelievable Views (Event)

**Date & time**

Fri, Sep 27, 2019  
10:00 am - 4:00 pm PDT

**Space rental**

\$500.00

**Attendees**

25 people

Step 3: Send the proposal to the guest to accept:

Details > Add-ons > Review

**Review the booking and submit for guest approval**


<b>Space rental</b>			
Subtotal		\$500.00	
Space rental total		\$500.00	

Add-ons	Quantity	Price	Amount
Bar Package	1	\$1,200.00 flat fee	\$1,200.00
Taxes			\$126.00 ▾
Fees			\$240.00 ▾
Add-ons total			\$1,566.00

<b>Payout</b>	
Space rental total	\$500.00
Add-ons total	\$1,566.00
<b>Total</b>	<b>\$2,066.00</b>
Your payout ⓘ	\$1,756.10
Guest will pay ⓘ	\$2,231.28

**Activity Details**

**Guest**

 Sarah S.

**Space**

Amazing Penthouse with Unbelievable Views (Event)

**Date & time**

Fri, Sep 27, 2019  
10:00 am - 4:00 pm PDT

**Space rental**

\$500.00

**Attendees**

25 people

For a video tutorial, click the image below:

