

DMS Registration Form

Please use this questionnaire to register the details of **Tour Guides** with the New Media DMS. Please give all details in **BLOCK CAPITALS**. We reserve the right to alter data to fit the space available in the computer system. Please return to: **Joy Dunlop, Cumbria Tourism, Windermere Road, Staveley, Kendal, Cumbria, LA8 9PL**.

The form consists of four parts:

1. **Contact:** gives details of the person who we can contact to check details.
2. **Venue:** describes the place the visitor goes to enjoy the activity. Complete one copy of this page for each venue with a different address. (We understand that tour guides work in many different places so it may be necessary for you to put your home address or office. Please note that this will be published on the website).
3. **Regular Tours:** describes a particular tour regularly available including costs timings dates etc. Complete one copy of this page for each tour that has different admission details.
4. **One-off Tours:** describes an event that occurs on a particular day(s). Complete one copy of this page for each different event eg organised walks.

Always complete one copy of the contact and venue pages and at least one of the regular/one-off tours pages.

1. Contact

Please give the details of the person for us to contact to confirm details in this questionnaire. This name and address will not be published to members of the public.

Business Name:

Contact Name:

Mr / Mrs / Miss / Ms

Address for correspondence:

Postcode:

Fax No:

Telephone No:

Mobile No:

Email:

Please sign to certify that the information you have provided is correct.

Signature:

Name:

Date:

Please supply an image of one of your tours, (you may have already supplied a picture, but please note that you can supply separate pictures for each tour) these can be sent as photographs or on disk in PC format, preferably saved as jpeg. Please note: All images appear on the website in landscape format.

Please tick this box if you have supplied a picture of the venue:

2. Venue – (the place the visitor goes to enjoy the activity or where your business is based)

Please give the details of the location

Venue Name:		
Address of venue:		
Postcode:		
Web site:		

Please provide a short description of the venue that summarises its main features (no more than 150 chars):

Please provide directions to your property from the nearest through route:

Free parking:	<input type="checkbox"/>	Parking with charge:	<input type="checkbox"/>	Easy to access by public transport:	<input type="checkbox"/>
Nearest train station:				No of miles from nearest train station:	

Please tick the amenities that the venue has to offer:

- | | | |
|--|--|--|
| <input type="checkbox"/> Baby changing facilities | <input type="checkbox"/> French signs/guides | <input type="checkbox"/> Spanish signs/guides |
| <input type="checkbox"/> Cash Point | <input type="checkbox"/> German signs/guides | <input type="checkbox"/> Telephone (public) |
| <input type="checkbox"/> Coach parties accepted | <input type="checkbox"/> Gift shop | <input type="checkbox"/> Welcome Host |
| <input type="checkbox"/> Credit cards accepted (no fee) | <input type="checkbox"/> Italian signs/guides | <input type="checkbox"/> Wheelchairs available |
| <input type="checkbox"/> Credit cards accepted (with charge) | <input type="checkbox"/> National Trust Property | <input type="checkbox"/> Changing Rooms |
| <input type="checkbox"/> Currency Exchange | <input type="checkbox"/> On-site catering | <input type="checkbox"/> Equipment Hire |
| <input type="checkbox"/> Disabled access | <input type="checkbox"/> On-site light refreshments | <input type="checkbox"/> Outdoor Gear Shop |
| <input type="checkbox"/> Disabled toilets | <input type="checkbox"/> Picnic site | <input type="checkbox"/> Skills/Training Qualification |
| <input type="checkbox"/> Education/study area | <input type="checkbox"/> Post box | <input type="checkbox"/> Navigation Training |
| <input type="checkbox"/> English Heritage Property | <input type="checkbox"/> Public toilets | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Facilities for groups | <input type="checkbox"/> Pushchairs available | <input type="checkbox"/> Corporate Events |
| <input type="checkbox"/> Facilities for school visits | <input type="checkbox"/> Regional Tourist Board Member | |

Comments about amenities:

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Please tick the option that best describes the area of your venue:

- | | | |
|---|--|--|
| <input type="checkbox"/> Carlisle & Hadrian's Wall | <input type="checkbox"/> Keswick & Western Lake District | <input type="checkbox"/> Alston & North Pennines |
| <input type="checkbox"/> Ullswater & Eden Valley | <input type="checkbox"/> Coniston & Lake District Peninsulas | <input type="checkbox"/> Kendal & Southern Lakes |
| <input type="checkbox"/> Sedbergh & Yorkshire Dales | <i>Are you located within:</i> | <input type="checkbox"/> Lake District National Park |

3. Regular Tours

Please give details of each tour that you offer (copy this page as often as necessary).

Name of activity:

Please tick if picture of tour is enclosed:

Please give details of charges including concessions and special rates for groups :

Entry is free <input type="checkbox"/>

Please give contact details for members of the public to use:

Contact Name:	Mr / Mrs / Miss / Ms		
Telephone No:		Mobile No:	
Website:			
Email:			

Please tick the amenities that apply to the tour:

- Children welcome
- Disabled access

Please give a full description of the tour (eg route and grade)::

Please give time of tour for each day eg 9:00-13:00, 14:30 – 17:00

Season dates	Mon	Tue	Wed	Thu	Fri	Sat	Sun
___/___/___ to ___/___/___							
___/___/___ to ___/___/___							
___/___/___ to ___/___/___							

Bank Holidays – if **different** from normal opening time (if not open on a day, please put a cross through it).

New Year	Good Fri	Easter Sat	Easter Sun	Easter Mon	May Day	May BH Sat
May BH Sun	May BH Mon	Aug BH Sat	Aug BH Sun	Aug BH Mon	Christmas	Boxing Day

Further notes on opening arrangements (eg latest activity start)

4. One-off Tour/Event

Please give details of each one-off tour/event:

Name of one-off tour/event:

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Please tick if picture of one-off tour/event is enclosed:

Please give details of charges including concessions and special rates for groups :

Entry is free <input type="checkbox"/>

Please give contact details for members of the public to use (if different from venue):

Contact Name:	Mr / Mrs / Miss / Ms		
Telephone No:		Mobile No:	
Website:			
Email:			

Please tick the amenities at the one/off tour/event:

- | | | |
|---|--|--|
| <input type="checkbox"/> Children welcome | <input type="checkbox"/> Dogs not accepted (except guide dogs) | <input type="checkbox"/> Smoking not allowed |
| <input type="checkbox"/> Disabled access | <input type="checkbox"/> Smoking allowed | |
| <input type="checkbox"/> Dogs accepted | | |

Please give a full description of the one-off tour/event (continue overleaf if required):

Please give date(s) and time(s) for each day eg 9:00-13:00, 14:30 – 17:00. If different times for each day, please use separate rows.

Date(s)	Time
___/___/___ to ___/___/___	
___/___/___ to ___/___/___	
___/___/___ to ___/___/___	

Further notes on times

Legal Statement For Submission Of Information To Tourism Promoters

This questionnaire is your way of telling Cumbria Tourism, Local Councils and Visit Britain about your tourism product or service and of being part of their promotional activities for the coming year.

The information you provide may be published by the tourist boards or be made available to Tourist Information Centres in helping with enquiries from the public and other third parties. Additionally, the tourist boards may pass the information to third parties for inclusion, at their discretion, in tourism-related publications. There is no guarantee that the information, which you may have supplied, will be published or used either in the form submitted or at all. If it is, the tourist boards will make every reasonable effort to ensure accuracy but regret that they cannot accept liability of any kind arising from or in connection with the use or publication of the information, either by themselves or third parties, including as a result of any error or omission on the part of the tourist boards. Nothing in the foregoing disclaimer shall operate or be construed so as to bar any claim resulting in the personal injury or death of any person.

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act From Unfair Trading Regulations 2008.

Please tick the following boxes if you agree to your data being used for use in the following areas.

- The Tourism Promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The Tourism Promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the Tourism Promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.

Declaration

I accept the above statement for submission of information to tourism promoters.

Signature

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Print Name

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Position

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Date

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Office code:

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(for office use only)