

Please use this questionnaire to register the details of **tourist hostels, camping barns and group accommodation** with the New Vision DMS Roomcheck system; you should ask for a different questionnaire if you wish to register other types of accommodation. Please give all details in BLOCK CAPITALS – shaded boxes must be completed. We reserve the right to alter data to fit the space available in the computer system. **Please return to: Paul Whiting, Visit York, 1 Museum Street, York YO1 7DT**

Main Contact Details

Business Name:	<input type="text"/>		
Contact Name:	<input type="text" value="Mr / Mrs / Miss / Ms"/>		
Address for correspondence:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>	Fax No:	<input type="text"/>
Telephone No:	<input type="text"/>	Mobile:	<input type="text"/>
Booking Telephone No:	<input type="text"/>	Email:	<input type="text"/>
Company Registration No.	<input type="text"/>	VAT No.	<input type="text"/>
Roles (please tick those that apply):	Administration <input type="checkbox"/> Bookings <input checked="" type="checkbox"/> Conferences <input type="checkbox"/> Finance <input type="checkbox"/> General Manager <input type="checkbox"/> HR <input type="checkbox"/> Marketing <input type="checkbox"/> Owner <input type="checkbox"/> Press & PR <input type="checkbox"/>		

Additional Contact Details

If different people fulfil roles please complete details for each additional contact:

Contact Name:	<input type="text" value="Mr / Mrs / Miss / Ms"/>		
Address for correspondence:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>	Fax No:	<input type="text"/>
Telephone No:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		
Roles (please tick those that apply):	Administration <input type="checkbox"/> Conferences <input type="checkbox"/> Finance <input type="checkbox"/> General Manager <input type="checkbox"/> HR <input type="checkbox"/> Marketing <input type="checkbox"/> Owner <input type="checkbox"/> Press & PR <input type="checkbox"/>		

«Client_name»

Property Details

Please complete the address if different from contact.

Property Name:

Address of property:

Postcode:

Please choose one of the following that best describes the size of your accommodation:

Total number of bed rooms (ie accommodation is mostly let by room):	<input type="text"/>	Total number of bunk-beds (ie accommodation is mostly let by bed):	<input type="text"/>	Total number of bedspaces (ie accommodation does not always include beds):	<input type="text"/>
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Which ever option is selected please give total number of bedspaces (double bed = 2):

Type of property (please tick the most appropriate box)

<input type="checkbox"/> Tourist Hostel	<input type="checkbox"/> Bunkhouse	<input type="checkbox"/> Activity Centre
<input type="checkbox"/> Groups Only	<input type="checkbox"/> Backpackers	<input type="checkbox"/> Farm
<input type="checkbox"/> Campus Accommodation	<input type="checkbox"/> Coaching Barn	<input type="checkbox"/> Inn

If you already have a web site please give the address:

Email address which may be used by visitors:

Please tick the option(s) that best describe the location of your property:

- | | |
|---|--|
| <input type="checkbox"/> City/Town centre | <input type="checkbox"/> Mountains (within walking distance) |
| <input type="checkbox"/> City/Town outskirts (1 – 1.5 miles of town centre) | <input type="checkbox"/> Seafront (within 100 metres) |
| <input type="checkbox"/> Countryside (rural location, outside town limits) | <input type="checkbox"/> Waterfront (within 100 metres) |
| <input type="checkbox"/> International airport (5 miles) | <input type="checkbox"/> Village |
| <input type="checkbox"/> Motorway junction (6 miles) | |

Please tick the area that best describes the location of your property:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

«Client_name»

Please give details of the National Accessibility Rating that your property has been awarded:

- M1 – Elderly and less mobile
 M2 – Part-time wheelchair user
 M3i – Independent wheelchair user
 M3a – Assisted wheelchair user
 M3ie – Independent wheelchair user – Exceptional
 M3ae – Assisted wheelchair user – Exceptional
 Hearing Level 1
 Hearing Level 2
 Visual Level 1
 Visual Level 2

Please give details of the English Tourist Council, AA & RAC standardised classification(s) that your property has been awarded:

<input type="checkbox"/> 1 star	<input type="checkbox"/> 2 stars	<input type="checkbox"/> 3 stars	<input type="checkbox"/> 4 stars	<input type="checkbox"/> 5 stars
<input type="checkbox"/> Silver Award	<input type="checkbox"/> Gold Award	<input type="checkbox"/> Locally inspected	<input type="checkbox"/> Cyclists welcome	<input type="checkbox"/> Walkers welcome
<input type="checkbox"/> Awaiting classification				
Other awards:				

Please tick the facilities that your site has to offer:

Site Features	Leisure Facilities	Languages
I <input type="checkbox"/> Building of historical interest	8 <input type="checkbox"/> Cycles for hire	ﺍ <input type="checkbox"/> Staff fluent in Arabic
# <input type="checkbox"/> Public house/Inn	U <input type="checkbox"/> Fishing (onsite or nearby)	ﻉ <input type="checkbox"/> Staff fluent in Chinese
7 <input type="checkbox"/> Working farm	V <input type="checkbox"/> Golf available (onsite or nearby)	﷔ <input type="checkbox"/> Staff fluent in Dutch
D <input type="checkbox"/> Garden	T <input type="checkbox"/> Pony trekking/horse-riding	¾ <input type="checkbox"/> Staff fluent in French
C <input type="checkbox"/> Free private parking	W <input type="checkbox"/> Shooting	_ <input type="checkbox"/> Staff fluent in German
o <input type="checkbox"/> On street/public parking	3 <input type="checkbox"/> Water sports onsite	« <input type="checkbox"/> Staff fluent in Hindustani
Booking & Payment Details		
.. <input type="checkbox"/> American Express accepted	O <input type="checkbox"/> Games room onsite	 <input type="checkbox"/> Staff fluent in Italian
' <input type="checkbox"/> Visa/Mastercard/Switch accepted	4 <input type="checkbox"/> Snooker/billiards/pool onsite	§ <input type="checkbox"/> Staff fluent in Japanese
< <input type="checkbox"/> Euros accepted	¼ <input type="checkbox"/> Gym on site	± <input type="checkbox"/> Staff fluent in Polish
V <input type="checkbox"/> Christmas special programme	Z <input type="checkbox"/> Health/beauty facilities onsite	® <input type="checkbox"/> Staff fluent in Portuguese
G <input type="checkbox"/> Senior citizens reduced rates	+ <input type="checkbox"/> Leisure club (onsite or nearby)	а <input type="checkbox"/> Staff fluent in Russian
W <input type="checkbox"/> Travel agent bookings	N <input type="checkbox"/> Sauna onsite	© <input type="checkbox"/> Staff fluent in Spanish
Target Markets		
; <input type="checkbox"/> Coach parties welcomed	R <input type="checkbox"/> Squash onsite	² <input type="checkbox"/> Staff fluent in Welsh
> <input type="checkbox"/> Gay friendly	P <input type="checkbox"/> Swimming pool – indoor onsite	
	Q <input type="checkbox"/> Swimming pool – outdoor onsite	
	S <input type="checkbox"/> Tennis onsite	

«Client_name»

\ <input type="checkbox"/> Single sex groups NOT accepted ? <input type="checkbox"/> Single sex groups welcomed		
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«Client_name»

Please tick the facilities that your property & rooms have to offer:

Property Facilities	Children	Bedroom/Bathroom Facilities (applies to all rooms)
/ <input type="checkbox"/> Air conditioning	a <input type="checkbox"/> Children welcome	h <input type="checkbox"/> Tea/coffee making in bedrooms
O <input type="checkbox"/> Central heating	μ <input type="checkbox"/> Children's indoor play area	d <input type="checkbox"/> Telephone
½ <input type="checkbox"/> Real log/coal fires	Y <input type="checkbox"/> Children's outdoor play area	e <input type="checkbox"/> Radio
t <input type="checkbox"/> Conference facilities	y <input type="checkbox"/> Baby listening service	! <input type="checkbox"/> Electric shaver points
J <input type="checkbox"/> Disabled facilities	» <input type="checkbox"/> Cots available	¶ <input type="checkbox"/> Hairdryer
@ <input type="checkbox"/> Dogs/pets accepted by arrangement	1 <input type="checkbox"/> High chairs available	Ë <input type="checkbox"/> Hot water
F <input type="checkbox"/> Dogs/pets NOT accepted	Catering	
A <input type="checkbox"/> Regular entertainment	i <input type="checkbox"/> Breakfast available	. <input type="checkbox"/> Showers
C <input type="checkbox"/> Internet access for visitors	3 <input type="checkbox"/> Evening meals	= <input type="checkbox"/> Linen for hire
Ñ <input type="checkbox"/> Common room	m <input type="checkbox"/> Packed lunches provided] <input type="checkbox"/> Linen provided
Ð <input type="checkbox"/> 24 hour reception	9 <input type="checkbox"/> Restaurant	í <input type="checkbox"/> Bedding provided
r <input type="checkbox"/> Passenger lift	x <input type="checkbox"/> Snacks/afternoon tea	î <input type="checkbox"/> Bedding for hire
} <input type="checkbox"/> Smoking allowed	£ <input type="checkbox"/> Foodshop/mobile foodshop	
E <input type="checkbox"/> Totally non-smoking	% <input type="checkbox"/> Cooking facilities	
K <input type="checkbox"/> Telephone (public)	n <input type="checkbox"/> Special diets available	
g <input type="checkbox"/> Satellite television	~ <input type="checkbox"/> Vegetarian diet available	
f <input type="checkbox"/> Colour television	k <input type="checkbox"/> Licensed (table)	
: <input type="checkbox"/> CD Player	i <input type="checkbox"/> Unlicensed	
, <input type="checkbox"/> Video/DVD		
S <input type="checkbox"/> Ironing facilities		
* <input type="checkbox"/> Laundry facilities		
¸ <input type="checkbox"/> Drying facilities		
ï <input type="checkbox"/> Secure luggage storage		

Minimum age for children:

«Client_name»

Please add any further notes about facilities (such as location of leisure facilities etc):

«Client_name»

Please provide a short description of the main attractions of your property – not more than 240 characters:

Please provide a complete description of the main attractions of your property. Please include any information it would be useful for visitors to know (such as last arrival times etc):

Please supply an image of your property, this can be sent as a photograph 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 property:

Please provide directions to your property from the nearest through route and by public transport:

Please tick any months that you are normally closed:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bedroom/Bunk-bed/Bedspace details

Please complete the following details for each bookable product you wish to register with the DMS. A product can either be a bedroom, a bunk-bed or a bedspace. Use bedroom where the standard price is for a room or you normally let a whole room. Use bunk-bed where the price is for a bed and bedspace where there is no bed but just a mattress or space on a floor (typically a camping barn). For several identical products, complete one section. If you have sole occupancy prices for rooms but normally let by bed, then complete one entry for each room and give sole occupancy price in price notes. Please continue on additional sheets for further products.

Product number	<input type="text"/>	Product name (optional)	<input type="text"/>	No of products	<input type="text"/>
Product class & type	Bedroom:	Bunk-bed:		Bedspace:	
	<input type="checkbox"/> bunk-bedded	<input type="checkbox"/> mixed room	<input type="checkbox"/> mattress		
	<input type="checkbox"/> single-bedded	<input type="checkbox"/> single sex room	<input type="checkbox"/> floor		
Facilities (please tick those that apply)	<input type="checkbox"/> Ensuite facilities			National Accessibility Grading (give level)	
	<input type="checkbox"/> Private facilities	<input type="checkbox"/> Non-smoking room	<input type="text"/>	Mobility	
	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Scenic or sea view	<input type="text"/>	Hearing	
	<input type="checkbox"/> Spa bath/Jacuzzi	<input type="checkbox"/> Ground floor	<input type="text"/>	Visual	
Number people sleeps	Normal <input type="text"/>	Range automatically accepted using pricing method		<input type="text"/>	
Price	Current <input type="text"/>	Range for seasonal & other variations		£ - £ <input type="text"/>	
Pricing method	<input type="checkbox"/> per person per night for bed & breakfast	<input type="checkbox"/> per person per night	<input type="checkbox"/> per room per night		
Pricing Notes (eg price of meals, children discounts, etc).	<input type="text"/>				
Product Description (eg aspect, furnishing, beds)					

Product number	<input type="text"/>	Product name (optional)	<input type="text"/>	No of products	<input type="text"/>
Product class & type	Bedroom:	Bunk-bed:		Bedspace:	
	<input type="checkbox"/> bunk-bedded	<input type="checkbox"/> mixed room	<input type="checkbox"/> mattress		
	<input type="checkbox"/> single-bedded	<input type="checkbox"/> single sex room	<input type="checkbox"/> floor		
Facilities (please tick those that apply)	<input type="checkbox"/> Ensuite facilities			National Accessibility Grading (give level)	
	<input type="checkbox"/> Private facilities	<input type="checkbox"/> Non-smoking room	<input type="text"/>	Mobility	
	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Scenic or sea view	<input type="text"/>	Hearing	
	<input type="checkbox"/> Spa bath/Jacuzzi	<input type="checkbox"/> Ground floor	<input type="text"/>	Visual	
Number people sleeps	Normal <input type="text"/>	Range automatically accepted using pricing method		<input type="text"/>	
Price	Current <input type="text"/>	Range for seasonal & other variations		£ - £ <input type="text"/>	
Pricing method	<input type="checkbox"/> per person per night for bed & breakfast	<input type="checkbox"/> per person per night	<input type="checkbox"/> per room per night		
Pricing Notes (eg price of meals, children discounts, etc).	<input type="text"/>				
Product Description (eg aspect, furnishing, beds)					

«Client_name»

Submitting your Information for Promotion

This questionnaire is your way of telling Visit York, 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 tourism promoters or may be used by Tourist Information Centres for helping with enquiries.

Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

Your Declaration

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 Trade Descriptions Act 1968 or the Consumer Protection Act 1987.

NB: You must ensure that the prices and other details that you display through the DMS are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.

If you agree to your information being used in the following ways, please tick the appropriate boxes:

- 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.

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

Signature		
Print Name		
Position		
Date		
Office code:		(for office use only)