

Events & Attractions Data Collection Questionnaire

Please use this questionnaire to register the details of your **attraction, place to visit, service, source of local information and/or event** with the New Vision Destination Management System database. Please obtain additional questionnaires from **Visit York** if you wish to register **restaurant or accommodation** information. All details should be given in **BLOCK CAPITALS**. Shaded boxes must be completed.

We reserve the right to edit data to fit the space available in the computer system. **Please return to: Paul Whiting, Visit York, 1 Museum Street, York, YO1 7DT.**

This form consists of five parts:

1. **Contact:** Gives details of the main public contact plus other people fulfilling key roles.
2. **Establishment Details:** Provides the address, description, directions to and amenities of the venue for the attraction, service or event. One copy of this form should be completed for each establishment with a different address.
3. **Attraction:** Provides information on each attraction or service offered at the establishment including admission details (prices and opening times). Complete one page for each attraction which has different admission details.
4. **Event:** Provides information of an event that is taking place on a particular date or dates at your establishment. Complete one copy of this page for each different event.
5. **ASA Information:** Use this part of the form to provide Self-Assessed Accessibility information about your attraction.

Always complete one copy of the contact and establishment pages and at least one of the attraction and events page. A large attraction such as a National Trust House & Gardens might have 2 or more attractions (e.g. house, gardens) and several events (e.g. Easter Egg hunt, Musical evening).

1. Contact

Please use this first form to give details of the main contact at your property.

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

Job Title:

Please use this form, and additional copies of it if required, to give details of any other key contacts, for example those with other roles, working at the business.

Contact Name:

Mr / Mrs / Miss / Ms

Address for correspondence:

	Postcode:

Telephone No:

Booking Tel No:

Fax No:

Mobile No:

Email:

Roles (please tick all those that apply):

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <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"/>

Job Title:

Contact Name:

Mr / Mrs / Miss / Ms

Address for correspondence:

	Postcode:

Telephone No:

Booking Tel No:

Fax No:

Mobile No:

Email:

Roles (please tick all those that apply):

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <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"/>

Job Title:

2. Establishment Details

Please provide details of the location of the establishment, attraction, or service if different from the contact address.

Establishment Name:		
Address for correspondence:		
		Postcode:
Website:		
Email address for visitor use:		

The next questions give more information about your establishment. This includes where it is, and what facilities are on offer.

Total no. staff:		Annual no. visitors:	
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Please tick the option(s) that best describe the location of your establishment:

Area of Outstanding Beauty	<input type="checkbox"/>	International Airport (within 5 miles)	<input type="checkbox"/>	Seafront (within 100 metres)	<input type="checkbox"/>
City/Town Centre	<input type="checkbox"/>	Motorway Junction (within 6 miles)	<input type="checkbox"/>	Village	<input type="checkbox"/>
City/Town Outskirts	<input type="checkbox"/>	Mountains (within walking distance)	<input type="checkbox"/>	Waterfront (within 100 metres)	<input type="checkbox"/>
Countryside (Rural Location)	<input type="checkbox"/>				

Please give details of any gradings that your establishment has been awarded. Please enclose supporting documentation when returning the form:

Awarding body:	VisitBritain	<input type="checkbox"/>	AA	<input type="checkbox"/>	Grading Level:	Awaiting grading	<input type="checkbox"/>	VAQAS	<input type="checkbox"/>
	Other awards:								

Please give details of any National Accessibility Rating(s) that your establishment has been awarded. Please enclose supporting documentation when returning the form:

Elderly & less mobile	<input type="checkbox"/>	Assisted wheelchair user – exceptional	<input type="checkbox"/>
Part-time wheelchair user	<input type="checkbox"/>	Hearing level 1	<input type="checkbox"/>
Independent wheelchair user	<input type="checkbox"/>	Hearing level 2	<input type="checkbox"/>
Assisted wheelchair user	<input type="checkbox"/>	Visual level 1	<input type="checkbox"/>
Independent wheelchair user - exceptional	<input type="checkbox"/>	Visual level 2	<input type="checkbox"/>

Please tick the facilities that your establishment has to offer:

<input type="checkbox"/> Accept groups	<input type="checkbox"/> Facilities for conferencing	<input type="checkbox"/> On-site catering
<input type="checkbox"/> Baby changing facilities	<input type="checkbox"/> Facilities for corporate hospitality	<input type="checkbox"/> On-site light refreshment
<input type="checkbox"/> Cash Point	<input type="checkbox"/> Facilities for educational visits	<input type="checkbox"/> Picnic site
<input type="checkbox"/> Coach parties accepted	<input type="checkbox"/> Facilities for groups	<input type="checkbox"/> Postbox
<input type="checkbox"/> Credit cards accepted (no fee)	<input type="checkbox"/> French signs/guides	<input type="checkbox"/> Public toilets
<input type="checkbox"/> Credit cards accepted (with charge)	<input type="checkbox"/> German signs/guides	<input type="checkbox"/> Pushchairs available
<input type="checkbox"/> Currency Exchange	<input type="checkbox"/> Italian signs/guides	<input type="checkbox"/> Regional Tourist Board Member
<input type="checkbox"/> Disabled access	<input type="checkbox"/> Spanish signs/guides	<input type="checkbox"/> Telephone (public)
<input type="checkbox"/> Disabled toilets	<input type="checkbox"/> Gay friendly	<input type="checkbox"/> Welcome Host
<input type="checkbox"/> Education/study area	<input type="checkbox"/> Gift shop	<input type="checkbox"/> Wheelchairs available
<input type="checkbox"/> English Heritage Property	<input type="checkbox"/> National Trust Property	

Please add any further notes about facilities:

Please provide a short description of the main attractions of your property (240 characters maximum):

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

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

3. Attraction

Please provide details of each attraction or service (e.g. museum, garden) available at the establishment.

Attraction Name:

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Entry Prices:
(including concessions and special rates for groups etc.)

Free Entry	Adult (min-max)	Child (min-max)	Family (min-max)	Concession (min-max)
<input type="checkbox"/>	£ - £	£ - £	£ - £	£ - £

Price Notes:
(extra details about pricing, e.g. Family = 2 Adults + 3 children)

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Please provide contact details specific to this attraction which members of the public can use (if different to main contact):

Contact Name:

Mr / Mrs / Miss / Ms

Telephone No.

Mobile No:

Website:

Email:

Please tick the facilities that this attraction has to offer:

<input type="checkbox"/> Business support	<input type="checkbox"/> Free broadband internet	<input type="checkbox"/> Mobile phone coverage
<input type="checkbox"/> Children welcome	<input type="checkbox"/> Metered broadband internet	<input type="checkbox"/> Smoking allowed
<input type="checkbox"/> Disabled access	<input type="checkbox"/> Grounds for outdoor activities	<input type="checkbox"/> Smoking not allowed
<input type="checkbox"/> Dogs accepted	<input type="checkbox"/> Guided tours for groups	<input type="checkbox"/> Venue approved for civil marriage
<input type="checkbox"/> Dogs not accepted (except guide dogs)	<input type="checkbox"/> Guided tours for individuals	<input type="checkbox"/> Wedding receptions
<input type="checkbox"/> Facilities for hearing impaired	<input type="checkbox"/> Guided tours mandatory	
<input type="checkbox"/> Facilities for visually impaired	<input type="checkbox"/> Leisure facilities onsite	

Please provide full details about the attraction (continue on another sheet if required):

Please provide details of opening time(s) for this attraction: (the first row is an example, if not open on a day put a cross through it):

Season dates	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
<u>01/05/2009</u> to <u>30/09/2009</u>	09:00-17:30	09:00-17:30	09:00-17:30	09:00-17:30	09:00-17:30	10:30-16:00	
<u> / / </u> to <u> / / </u>							
<u> / / </u> to <u> / / </u>							
<u> / / </u> to <u> / / </u>							
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<u> / / </u> to <u> / / </u>							
<u> / / </u> to <u> / / </u>							

Please specify if you have different opening times on a Bank Holiday. If you are not open on a Bank Holiday please put a cross through it.

<u> </u> New Year	<u> </u> Good Fri	<u> </u> Easter Sat	<u> </u> Easter Sun	<u> </u> Easter Mon	<u> </u> May Day	<u> </u> May BH Sat
<u> </u> May BH Sun	<u> </u> May BH Mon	<u> </u> Aug BH Say	<u> </u> Aug BH Sun	<u> </u> Aug BH Mon	<u> </u> Christmas	<u> </u> Boxing Day

4. Event

Please give details of each event (e.g. concert, festival, garden show) at the establishment. Complete a separate sheet for each event.

Event Name:

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Entry Prices:
(including concessions and special rates for groups etc)

Free Entry	Adult (min-max)	Child (min-max)	Family (min-max)	Concession (min-max)
<input type="checkbox"/>	£ - £	£ - £	£ - £	£ - £

Price Notes:
(extra details about pricing, e.g. Family = 2 Adults + 3 children)

Please provide contact details specific to this attraction which members of the public can use (if different to main contact):

Contact Name:

Mr / Mrs / Miss / Ms

Telephone No.

Mobile No:

Website:

Email:

Please tick the facilities that this attraction has to offer:

<input type="checkbox"/> Business support	<input type="checkbox"/> Free broadband internet	<input type="checkbox"/> Mobile phone coverage
<input type="checkbox"/> Children welcome	<input type="checkbox"/> Metered broadband internet	<input type="checkbox"/> Smoking allowed
<input type="checkbox"/> Disabled access	<input type="checkbox"/> Grounds for outdoor activities	<input type="checkbox"/> Smoking not allowed
<input type="checkbox"/> Dogs accepted	<input type="checkbox"/> Guided tours for groups	<input type="checkbox"/> Venue approved for civil marriage
<input type="checkbox"/> Dogs not accepted (except guide dogs)	<input type="checkbox"/> Guided tours for individuals	<input type="checkbox"/> Wedding receptions
<input type="checkbox"/> Facilities for hearing impaired	<input type="checkbox"/> Guided tours mandatory	
<input type="checkbox"/> Facilities for visually impaired	<input type="checkbox"/> Leisure facilities onsite	

Please provide full details about the event (continue on another sheet 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 ___/___/___	
___/___/___ to ___/___/___	
___/___/___ to ___/___/___	
___/___/___ to ___/___/___	

Further notes on opening arrangements:

Images can be provided with your record. You can send a photograph, a copy of the images on a CD, give us permission to take photographs from your attraction’s website, or email images to **paw@visityork.org** You are responsible for the images which you send to **Visit York**. By sending images to **Visit York** you acknowledge that you must own and/or have the required rights to use, display, modify and distribute the said image. You are deemed to accept that failure to acquire a license and/or rights to any image may incur legal penalty and retribution, that this will not be the responsibility of the New Vision Group, its staff, directors, or affiliates and you agree to fully indemnify the New Vision Group for any and all costs, liabilities or expenses it may incur due to such failures.

Depending on your publishing option on each website up to 2 small images and 2 or more large images can be displayed. Please contact the relevant website owner for further details.

When emailing pictures or saving them to CD please note that small images should be 125 pixels wide by 86 pixels high, and large images should be 250-300 pixels wide and a maximum of 300 pixels high. Please tick an option below if you are providing images for your entry.

- I have enclosed printed images in landscape format with this form
- I have enclosed images on CD with this form
- I give my permission for **Visit York** to take a copy of images of their choice from the website address given previously in this form to use with this entry
- I will email images to you at **paw@visityork.org**

5. ASA Information

Please complete the following section to provide details about the accessible features of your property.

Parking:

	Yes	No
Is designated parking provided for guests with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it within 50 metres from the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface of the car park and pathway leading to entrance:		
- Solid i.e. tarmac / concrete etc?	<input type="checkbox"/>	<input type="checkbox"/>
- Gravel	<input type="checkbox"/>	<input type="checkbox"/>
- Grass	<input type="checkbox"/>	<input type="checkbox"/>
- Other (please specify):		
Is there a drop-off point for guests immediately	<input type="checkbox"/>	<input type="checkbox"/>
Is the route from the parking area to the entrance:		
- Flat (i.e. without steps)	<input type="checkbox"/>	<input type="checkbox"/>
- With a ramp	<input type="checkbox"/>	<input type="checkbox"/>
- With steps and no ramp	<input type="checkbox"/>	<input type="checkbox"/>

Building Entrance:

	Yes	No
Are there any steps to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', how many steps?		
If 'yes', is there a handrail by the steps?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a ramp to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', is there a handrail by the ramp	<input type="checkbox"/>	<input type="checkbox"/>
Is the entrance well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an automatic door at the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>

Access to public areas:

	Yes	No	N/A
Is there level access (i.e. no steps or thresholds), or access by a ramp or lifts?			
- From the entrance to reception / ticket area?	<input type="checkbox"/>	<input type="checkbox"/>	
- To a specially adapted public toilet suitable for wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- To the gift shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there good contrast between the floor and walls?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lift equipped with verbal floor announcements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lift equipped with raised floor numbers or Braille numbers or letters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access to public areas ctd.:

	Yes	No
Do clear surfaces such as glass doors have contrast markings on them?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide baby changing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is visitor information available in large print (14pt and over)?	<input type="checkbox"/>	<input type="checkbox"/>
Is visitor information available in audio format?	<input type="checkbox"/>	<input type="checkbox"/>
Is a hearing loop installed in public areas?	<input type="checkbox"/>	<input type="checkbox"/>

Restaurant / Cafe:

	Yes	No	N/A
Is there level access (i.e. no steps or thresholds), or access by ramp or lift to the restaurant / cafe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there good contrast between the floor and walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are menus available in large print (14pt and over)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the restaurant / cafe provide meals for guests with special dietary requirements?			
- Sugar free (diabetic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Gluten free (coeliacs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Lactose free (dairy free)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Low potassium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Low sodium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Nut free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Additive free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Organic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Vegetarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Vegan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is seating available suitable for wheelchair users, i.e. moveable and good height for person sitting in a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are high chairs for children available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a children's menu available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submitting your Information for Promotion

This questionnaire is your way of telling Tourist Boards, 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. By submitting your information you agree to the sharing of your information in this manner.

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 Consumer Protection Act From Unfair Trading Regulations 2008.

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)