



Please use this questionnaire to register the details of **places to visit, attractions, shops, services and sources of local information** with the York DMS (Destination Management System). 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: Visit York, 20 George Hudson Street, York, YO1 6WR**

The form consists of three parts:

1. **Contact:** gives details of the person who we can contact to check details.
2. **Establishment:** provides the address, directions and amenities of the venue for the attraction, service or event. Complete one copy of this page for each establishment or venue with a different address.
3. **Attraction/Shop:** describes an attraction or service offered at a venue including admission details (prices and opening times). Complete one copy of this page for each attraction that has different admission details.

Always complete one copy of the contact and establishment pages and at least one of the attraction/shop pages. A large attraction such as a National Trust House & Gardens might have 2 or more attractions (eg house, gardens). In the description of the venue summarise all the attractions of the place. A small landscape picture should be provided for the venue and a larger portrait picture for each major attraction or event. There may be additional charges for multiple pictures.

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 This name and address will not be published to members of the public. Please copy this section if different people fulfil roles.

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

*** Please note that if your company is a partnership you will need to provide us with the names and addresses of each individual partner on a separate sheet.**

2. Establishment

Please give the details of the location of the attraction, service or shop if different from contact address.

Establishment Name:			
Address			
Postcode:			
Web site			

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

Please tick if picture of establishment enclosed:

Please provide directions to the establishment from the nearest through route including disabled parking, etc:

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

Please tick the amenities that the establishment has to offer:

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

Comments about amenities including details of any awards:

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

- | | | |
|---|---|---|
| <input type="checkbox"/> 0-0.5 miles from city centre | <input type="checkbox"/> 0.5-1 miles from city centre | <input type="checkbox"/> 1-1.5 miles from city centre |
| <input type="checkbox"/> 1.5-2.5 miles from city centre | <input type="checkbox"/> 2.5+ miles from city centre | <input type="checkbox"/> Outside city |

3. Attraction/Shop

Please give details of each substantial attraction or service (eg museum, garden, shop) on offer at the establishment.

Name of attraction:

Please tick if picture of attraction is enclosed:

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

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 the attraction has to offer:

- | | | |
|--|---|--|
| <input type="checkbox"/> Children welcome | <input type="checkbox"/> Facilities for visually impaired | <input type="checkbox"/> Smoking not allowed |
| <input type="checkbox"/> Disabled access | <input type="checkbox"/> Guided tours for groups | <input type="checkbox"/> Venue approved for civil marriage |
| <input type="checkbox"/> Dogs accepted | <input type="checkbox"/> Guided tours for individuals | <input type="checkbox"/> Wedding receptions |
| <input type="checkbox"/> Dogs not accepted (except guide dogs) | <input type="checkbox"/> Guided tours mandatory | |
| <input type="checkbox"/> Facilities for hearing impaired | <input type="checkbox"/> Smoking allowed | |

Please give a full description of the attraction or service (continue overleaf if required):

Please give opening time(s) for each day eg 9:00-13:00, 14:30 – 17:00 (if not open on a day please put a cross through it) or tick here if open 24 hours a day 365 days a year:

Season dates	Mon	Tues	Wed	Thur	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 admission time)

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)