

For any enquiries, contact the Maldon District TIC on 01621 856503 or contact the Burnham-On-Crouch TIC on 01621 784785. Email us at tic@maldon.gov.uk.

Accommodation Form

Property Details			
Property Name:			
Address of property:			
Postcode:			
Booking Telephone No:		Mob No.	
Email:			
Website:			
Social Media: (Twitter, Facebook, other)			
Primary Contact Name:			

Please note the total number of bedrooms and bed spaces:

Total number of bedrooms:		Total number of bed spaces (double bed = 2):	
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Please note any days you are closed:

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Please note the price range of your accommodation, starting with the cheapest to the most expensive:

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Please note the check-in and check-out times:

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Descriptions

Short Description – up to 25 words

This is a brief description which will be listed when customers search for accommodation.

Long Description – up to 200 words

This longer description will be listed on the page of your accommodation, where the images and contact information

Images

Please send us up to four images you wish to be included by email tic@maldon.co.uk. Alternatively send a quality photograph for us to scan.

Image tips: An image is the first thing a customer sees when viewing properties on websites and it is your chance to stand out against other accommodation providers. Please send us a clear exterior or interior landscape image of the property, with as high a resolution as possible. Poor quality images will not encourage web visitors to look further.

Exterior images



This image is effective because:

- The cottage is the focal point
- Shows some of garden which is appealing
- Potential customers can get a feel for what they would be booking

Interior images



This image is effective because :

- The attractively dressed bed is the focal point
- Well presented room
- Potential customers can get a feel for what they would be booking

Property Facilities

- Free Wi-Fi
- Internet Access
- Disabled Access/Facilities
- Free private parking
- On street/public parking

- Restaurant on site
- Laundry Facilities
- Shared lounge/TV area
- 24-hour front desk

Breakfast provided?

- Yes
 - No
- Other information: _____

Pets welcome?

- Yes
- No

Children welcome?

- Yes
 - No
- Other information: _____

Smoking allowed?

- Yes
- No
- Designated smoking areas

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

Room Details

Please complete the following sections for each room you wish to promote.

For eight or more identical rooms, complete one section and give one room number.

Room number		Room name (optional)		No of rooms	
Room description	<hr/> <hr/> <hr/>				
Type (use flexible for double/twin/family)	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin		
	<input type="checkbox"/> Flexible	<input type="checkbox"/> Family	<input type="checkbox"/> Suite		
Facilities (please tick those that apply)	<input type="checkbox"/> En-suite facilities	<input type="checkbox"/> Non-smoking room	<input type="checkbox"/> Private facilities		
	<input type="checkbox"/> Four poster bed	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Scenic view		
	<input type="checkbox"/> Spa bath/Jacuzzi	<input type="checkbox"/> Ground floor	<input type="checkbox"/> Sea view		
Number people sleeps	Minimum to Maximum	from		to	
Price	Minimum to Maximum	from	£	to	£
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 for bed & breakfast	<input type="checkbox"/>	per room per night	
Pricing Notes	<hr/> <hr/>				

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Submitting your Information for Promotion

We 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, we will make every reasonable effort to ensure accuracy. However, we 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.

Imagery

1. I/we warrant that each image which I/we have supplied may be used by you, other national and regional tourist boards and Tourist Information Centres and that, where relevant, the agreement of any individual featured in an image has been obtained to such use. In addition I/we agree that you may supply the image(s) to other carefully selected third parties for tourism-related purposes.
2. I/we accept that you cannot guarantee that the image(s) supplied will be published or used in either the form submitted or at all.
3. I/We warrant that I/we are authorised to supply the image(s) and that it does not infringe and will not breach any existing copyright or other intellectual property right. We further warrant that the image(s) is/are accurate and if published, will not constitute an offence under any statutory provision or breach any codes of practice relating to advertising or sales promotion.
4. I/We undertake to indemnify yourselves and any third parties to whom the image(s) is/are supplied against any loss, damage or proceedings arising from breach of these warranties and/or the use of the image(s).

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 databases 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:

<input type="checkbox"/>	The tourism promoters may wish to use information and/or images from your website to supplement your entry. Please tick this box if you wish this information to be used.
<input type="checkbox"/>	The tourism promoters sometimes make data available to carefully selected organisations whose products/services may be of interest to you. Please tick if you wish your data to be passed on in this way.
<input type="checkbox"/>	The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications/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.
<input type="checkbox"/>	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)