



www.experiencewakefield.co.uk

Destination Management System Data Capture Form

Serviced Accommodation

The Experience Wakefield website is the official tourism website for the Wakefield district and attracts on average over 430,000 users per year. Please use this form to register the details of your attraction for inclusion on www.experiencewakefield.co.uk

We reserve the right to alter/edit data to comply with our website standards.

If you have any enquiries about the Experience Wakefield website please contact us on 01924 305569 or email tourism@wakefield.gov.uk

Please return your completed form by post:

Experience Wakefield Tourism Team
Wakefield One
Burton Street
Wakefield
WF1 2EB

Alternatively, please email your completed form to:

tourism@wakefield.gov.uk

Photographs

- Encourage people to visit your attraction by supplying high quality photographs that showcase the best of your venue.
- Photographs can be sent online for free via www.WeTransfer.com to the above email address or sent on a disk to the above postal address. Please label correctly. Unfortunately disks are not returnable.
- Please do not supply any logos.
- Any necessary image credits for photographs need to be included on this form. Please specify which credit relates to which photo.
- Image credits will be given in the form of a tooltip (a user will see this when they hover the mouse over the photograph).
- Please note by providing us with photographs you are giving permission for us to use them to promote your venue on the Experience Wakefield website and on our Facebook, Twitter and Instagram accounts for a time of up to four years unless otherwise stated by you.

Main Contact Details

Business Name:

Contact Name:

Mr / Mrs / Miss / Ms

Address for
correspondence

Postcode:

Fax No:

Telephone No:

Mobile:

Booking
Telephone No:

Email:

Company
Registration No.

VAT No.

Roles (please
tick those that
apply):

Administration Bookings Conferences Finance
General Manager HR Marketing Owner Press & PR

Property Details

Please complete the address if different from contact:

Property Name:

Address of
property:

Postcode:

To help visitors choose your property we need details of where it is, what kind of accommodation is provided and what facilities there are on offer:

Total number of bedrooms:

Total number of bedspaces (double bed = 2):

Type of property (*please tick the most appropriate box*):

- Hotel
- Guest House
- Bed & Breakfast
- Country House Hotel

- Farm
- Inn
- Restaurant with Rooms
- Castle

- Motel
- Townhouse Hotel
- Conference Centre

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

http://www.

Email address which may be used by visitors:

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

- Mobility 1 Mobility 2 Mobility 3 Mobility 4
 Hearing 1 Hearing 2 Visual 1 Visual 2

Please give details of the English Tourist Council & AA standardised classification(s) that your property has been awarded: Highlight the text in red if completing electronically.

- 1 star 2 stars 3 stars 4 stars 5 stars
 1 diamond 2 diamonds 3 diamonds 4 diamonds 5 diamonds
 Silver Award Gold Award Locally inspected Cyclists welcome Walkers welcome
 Awaiting classification

Other awards:

Please tick the facilities that your **site** has to offer or highlight the text in red if completing electronically.

Site Features	Leisure Facilities	Languages
I <input type="checkbox"/> Building of historical interest	8 <input type="checkbox"/> Cycles for hire	٢ <input type="checkbox"/> Staff fluent in Arabic
# <input type="checkbox"/> Public house/Inn	U <input type="checkbox"/> Fishing (onsite or nearby)	¿ <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
° <input type="checkbox"/> On street/public parking	3 <input type="checkbox"/> Water sports onsite	« <input type="checkbox"/> Staff fluent in Hindustani
Booking & Payment Details	O <input type="checkbox"/> Games room onsite	<input type="checkbox"/> Staff fluent in Italian
.. <input type="checkbox"/> American Express accepted	4 <input type="checkbox"/> Snooker/billiards/pool onsite	§ <input type="checkbox"/> Staff fluent in Japanese
' <input type="checkbox"/> Visa/MasterCard/Switch accepted	¼ <input type="checkbox"/> Gym on site	± <input type="checkbox"/> Staff fluent in Polish
< <input type="checkbox"/> Euros accepted	Z <input type="checkbox"/> Health/beauty facilities onsite	® <input type="checkbox"/> Staff fluent in

V <input type="checkbox"/> Christmas special programme G <input type="checkbox"/> Senior citizens reduced rates W <input type="checkbox"/> Travel agent bookings Target Markets ; <input type="checkbox"/> Coach parties welcomed > <input type="checkbox"/> Gay friendly \ <input type="checkbox"/> Single sex groups NOT accepted ? <input type="checkbox"/> Single sex groups welcomed	+ <input type="checkbox"/> Leisure club (onsite or nearby) N <input type="checkbox"/> Sauna onsite R <input type="checkbox"/> Squash onsite P <input type="checkbox"/> Swimming pool – indoor onsite Q <input type="checkbox"/> Swimming pool – outdoor onsite S <input type="checkbox"/> Tennis onsite	Portuguese a <input type="checkbox"/> Staff fluent in Russian © <input type="checkbox"/> Staff fluent in Spanish 2 <input type="checkbox"/> Staff fluent in Welsh
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Please tick the facilities that your **property & rooms** have to offer: Highlight the text in red if completing the form electronically

Property Facilities	Children	Room Facilities (applies to all rooms)
/ <input type="checkbox"/> Air conditioning	a <input type="checkbox"/> Children welcome	! <input type="checkbox"/> Electric shaver points
0 <input type="checkbox"/> Central heating	μ <input type="checkbox"/> Children's indoor play area	¶ <input type="checkbox"/> Hairdryer
t <input type="checkbox"/> Conference facilities	Y <input type="checkbox"/> Children's outdoor play area	h <input type="checkbox"/> Tea/coffee making in bedrooms
J <input type="checkbox"/> Disabled facilities	y <input type="checkbox"/> Baby listening service	j <input type="checkbox"/> Minibar in bedrooms
@ <input type="checkbox"/> Dogs/pets accepted by arrangement	» <input type="checkbox"/> Cots available	d <input type="checkbox"/> Telephone
F <input type="checkbox"/> Dogs/pets NOT accepted	1 <input type="checkbox"/> High chairs available	e <input type="checkbox"/> Radio
A <input type="checkbox"/> Regular entertainment	Catering	g <input type="checkbox"/> Satellite television
C <input type="checkbox"/> Internet access for visitors	l <input type="checkbox"/> Continental breakfast only	f <input type="checkbox"/> Colour television
S <input type="checkbox"/> Ironing facilities	3 <input type="checkbox"/> Evening meals	: <input type="checkbox"/> CD Player
* <input type="checkbox"/> Laundry facilities	k <input type="checkbox"/> Licensed (table)	, <input type="checkbox"/> Video/DVD
p <input type="checkbox"/> Laundry/valet service	m <input type="checkbox"/> Packed lunches provided	
O <input type="checkbox"/> Lounge for residents' use	9 <input type="checkbox"/> Restaurant open to non-residents	
q <input type="checkbox"/> Night porter	X <input type="checkbox"/> Snacks/afternoon tea	
r <input type="checkbox"/> Passenger lift	n <input type="checkbox"/> Special diets available	
1/2 <input type="checkbox"/> Real log/coal fires	~ <input type="checkbox"/> Vegetarian diet available	

} <input type="checkbox"/> Smoking allowed E <input type="checkbox"/> Totally non-smoking K <input type="checkbox"/> Telephone (public) L <input type="checkbox"/> Television available	i <input type="checkbox"/> Unlicensed	
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Minimum age for children:

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). This is where you can sell your property to potential customers:**

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.**

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:

By Road:
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"/>

Room Details

Please complete the following details for **each room** your property has. For eight or more identical rooms, complete one section and give one room number. Please copy this page and continue on additional sheets for further rooms.

Room number	Room name (optional)	No of rooms	
Type (use flexible for double/twin/family)	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Family <input type="checkbox"/> Flexible <input type="checkbox"/> Suite		
Facilities (please tick those that apply)	<input type="checkbox"/> Ensuite facilities <input type="checkbox"/> Private facilities <input type="checkbox"/> Shared facilities <input type="checkbox"/> Spa bath/Jacuzzi	<input type="checkbox"/> Non-smoking room <input type="checkbox"/> Four poster bed <input type="checkbox"/> Scenic or sea view <input type="checkbox"/> Ground floor	National Accessibility Grading (give level) <input type="checkbox"/> Mobility <input type="checkbox"/> Hearing <input type="checkbox"/> Visual
Number people sleeps	Normal <input style="width: 40px;" type="text"/>	Range of people automatically accepted using pricing method	<input style="width: 40px;" type="text" value="-"/>
Price	Current <input style="width: 60px;" type="text" value="£"/>	Range for seasonal & other variations	<input style="width: 60px;" type="text" value="£ - £"/>
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 (e.g. single supplement ,			

children discounts).
Pricing details may be entered online through tariffs.

Room Description (e.g. **aspect, furnishing, beds in family rooms etc**)

Important Information-please read

Submitting your Information for Promotion

This questionnaire is your way of telling Wakefield Council 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.

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

Please note, the below needs to be signed (or email address in place of signature if returning by email) before your details can be published on the system

Signature

Print Name

Position

Date

Office code:

(For office use only)