

Please use this questionnaire to register the details of **tourist hostels, camping barns and group accommodation** with the NVG Destination Management System database. All details should be given CLEARLY. **Shaded boxes must be completed.** We reserve the right to edit data to fit the space available in the computer system. **Please return to Rebecca Crofts, at: Cumbria Tourism, Windermere Road, Staveley, Kendal, Cumbria LA8 9PL or email: rcrofts@cumbriatourism.org**

Main Contact Details: Please use this to give details of the main contact at your business.

Business Name:

Contact Name:

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:

Additional contact detail – who fulfil a different role. Please use additional sheets for other contacts.

Contact Name:

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:

Property Details - Please use this form to provide details about your property. You can request additional forms of the appropriate type for each property you manage.

Property Name:

Address for correspondence:

Postcode:

Website:

Email address for visitor use:

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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Whichever option is selected please give total number of bedspaces (double bed = 2):

Please select the most appropriate type of property from the list. If your property has a VisitEngland or AA grading, please select the accommodation type that matches the certificate:

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

The next questions give more information which will help visitors to choose this property. This includes where it is, what kind of accommodation is provided, and what facilities are on offer.

Earliest arrival time: <input type="text"/>	Latest arrival time: <input type="text"/>	Latest checkout time: <input type="text"/>
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Please tick any months that you are normally closed:

Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	Jun <input type="checkbox"/>	Jul <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
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Please tick to indicate that you are open during these periods:

Christmas: <input type="checkbox"/>	New Year: <input type="checkbox"/>
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Please tick the option(s) that best describe the location of your property:

- City/Town centre
- City/Town outskirts
- Countryside
- International airport (5 miles)
- Motorway junction (6 miles)
- Mountains (within walking distance)
- Seafront (within 100 metres)
- Waterfront (within 100 metres)
- Village

































Please give details of any gradings that your property has been awarded. **Please enclose supporting documentation when returning the form: non-inspected properties will not be promoted.**

Awarding body:	VisitEngland <input type="checkbox"/>	AA <input type="checkbox"/>	Quality Cumbria <input type="checkbox"/>			
Grading level:	Awaiting grading <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"/>
Other awards:	Silver award <input type="checkbox"/>	Gold award <input type="checkbox"/>	Yellow stars <input type="checkbox"/>	Red stars <input type="checkbox"/>		
	Cyclists welcome <input type="checkbox"/>	Walkers welcome <input type="checkbox"/>	Families welcome <input type="checkbox"/>	Pets welcome <input type="checkbox"/>		
















































Please give details of any National Accessibility Rating(s) that your property 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 site has to offer:

Site Features	Leisure Facilities	Languages
 <input type="checkbox"/> Building of historical interest	 <input type="checkbox"/> Cycles for hire	“Ar” <input type="checkbox"/> Staff fluent in Arabic
 <input type="checkbox"/> Public house/Inn	 <input type="checkbox"/> Fishing (onsite or nearby)	“Ch” <input type="checkbox"/> Staff fluent in Chinese
 <input type="checkbox"/> Working farm	 <input type="checkbox"/> Golf available (onsite or nearby)	“Nd” <input type="checkbox"/> Staff fluent in Dutch
 <input type="checkbox"/> Garden	 <input type="checkbox"/> Pony trekking/horse-riding	“Fr” <input type="checkbox"/> Staff fluent in French
 <input type="checkbox"/> Free private parking	 <input type="checkbox"/> Shooting	“Ger” <input type="checkbox"/> Staff fluent in German
 <input type="checkbox"/> On street/public parking	 <input type="checkbox"/> Water sports onsite	“Hi” <input type="checkbox"/> Staff fluent in Hindustani
Booking & Payment Details		“It” <input type="checkbox"/> Staff fluent in Italian
 <input type="checkbox"/> American Express accepted	 <input type="checkbox"/> Games room onsite	“Jp” <input type="checkbox"/> Staff fluent in Japanese
 <input type="checkbox"/> Visa/MasterCard/Switch accepted	 <input type="checkbox"/> Snooker/billiards/pool onsite	“Pl” <input type="checkbox"/> Staff fluent in Polish
 <input type="checkbox"/> Euros accepted	 <input type="checkbox"/> Gym on site	“Po” <input type="checkbox"/> Staff fluent in Portuguese
 <input type="checkbox"/> Christmas special programme	 <input type="checkbox"/> Health/beauty facilities onsite	“Ru” <input type="checkbox"/> Staff fluent in Russian
 <input type="checkbox"/> Senior citizens reduced rates	 <input type="checkbox"/> Leisure club (onsite or nearby)	“Sp” <input type="checkbox"/> Staff fluent in Spanish
 <input type="checkbox"/> Travel agent bookings	 <input type="checkbox"/> Sauna onsite	“We” <input type="checkbox"/> Staff fluent in Welsh
Target Markets		
 <input type="checkbox"/> Coach parties welcomed	 <input type="checkbox"/> Squash onsite	
 <input type="checkbox"/> Gay friendly	 <input type="checkbox"/> Swimming pool – indoor onsite	
 <input type="checkbox"/> Single sex groups NOT accepted	 <input type="checkbox"/> Swimming pool – outdoor onsite	
 <input type="checkbox"/> Single sex groups welcomed	 <input type="checkbox"/> Tennis onsite	

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	 <input type="checkbox"/> Children welcome	 <input type="checkbox"/> Electric shaver points
 <input type="checkbox"/> Central heating	 <input type="checkbox"/> Children's indoor play area	 <input type="checkbox"/> Hairdryer
 <input type="checkbox"/> Conference facilities	 <input type="checkbox"/> Children's outdoor play area	 <input type="checkbox"/> Tea/coffee making in bedrooms
 <input type="checkbox"/> Disabled facilities	 <input type="checkbox"/> Baby listening service	 <input type="checkbox"/> Telephone
 <input type="checkbox"/> Dogs/pets accepted by arrangement	 <input type="checkbox"/> Cots available	 <input type="checkbox"/> Radio
 <input type="checkbox"/> Dogs/pets NOT accepted	 <input type="checkbox"/> High chairs available	 <input type="checkbox"/> Hot water
 <input type="checkbox"/> Regular entertainment	Catering	
 <input type="checkbox"/> Internet access for visitors	 <input type="checkbox"/> Breakfast available	 <input type="checkbox"/> Showers
 <input type="checkbox"/> Common Room	 <input type="checkbox"/> Evening meals	 <input type="checkbox"/> Linen provided
 <input type="checkbox"/> 24 hour reception	 <input type="checkbox"/> Packed lunches provided	 <input type="checkbox"/> Linen for hire
 <input type="checkbox"/> Ironing facilities	 <input type="checkbox"/> Restaurant	 <input type="checkbox"/> Bedding provided
 <input type="checkbox"/> Laundry facilities	 <input type="checkbox"/> Snacks/afternoon tea	 <input type="checkbox"/> Bedding for hire
 <input type="checkbox"/> Drying facilities	 <input type="checkbox"/> Food Shop/Mobile Food Shop	
 <input type="checkbox"/> Passenger lift	 <input type="checkbox"/> Cooking Facilities	
 <input type="checkbox"/> Real log/coal fires	 <input type="checkbox"/> Special diets available	
 <input type="checkbox"/> Smoking allowed	 <input type="checkbox"/> Vegetarian diet available	
 <input type="checkbox"/> Totally non-smoking	 <input type="checkbox"/> Licensed (table)	
 <input type="checkbox"/> Telephone (public)	 <input type="checkbox"/> Unlicensed	
 <input type="checkbox"/> Satellite Television		
 <input type="checkbox"/> Colour Television		
 <input type="checkbox"/> Secure luggage storage		

Minimum age for children:

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

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:

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 accommodation’s website, or email images to **rcrofts@cumbriatourism.org** You are responsible for the images which you send to **Cumbria Tourism**. By sending images to **Cumbria Tourism** 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.

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 300 x 225 pixels wide and pixels high, minimum. 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 Cumbria Tourism 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 **rcrofts@cumbriatourism.org**

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	<input type="checkbox"/> Non-smoking room	National Accessibility Grading (give level)		
	<input type="checkbox"/> Private facilities	<input type="checkbox"/> Scenic or sea view	<input type="text"/>	Mobility	
	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Ground floor	<input type="text"/>	Hearing	
	<input type="checkbox"/> Spa bath/Jacuzzi		<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"/> - £ <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 (e.g. price of meals, children discounts, etc).	<input type="text"/>				
Product Description (e.g. aspect, furnishing, beds)	<input type="text"/>				

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Product class & type	Bedroom:	Bunk-bed:	Bedspace:		
	<input type="checkbox"/> bunk-bedded	<input type="checkbox"/> mixed room	<input type="checkbox"/> mattress		
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	<input type="checkbox"/> Spa bath/Jacuzzi		<input type="text"/>	Visual	
Number people sleeps	Normal <input type="text"/>	Range automatically accepted using pricing method		<input type="text"/>	
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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 (e.g. price of meals, children discounts, etc).	<input type="text"/>				
Product Description (e.g. aspect, furnishing, beds)	<input type="text"/>				

Submitting your Information for Promotion

This questionnaire is your way of telling Tourist Boards, Local Councils and VisitBritain 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 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.
- Please tick to confirm you would like to be promoted via Cumbria's Tourist Information Centre (TIC) network. Accommodation bookings from TICs incur a 10% commission; this is paid as a deposit by the visitor to the TIC and deducted from the price detailed on DMS. The balance is paid by the visitor direct to the provider.

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

Signature			
Print Name			
Position			
Date			
Office code:	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"></td> <td>(for office use only)</td> </tr> </table>		(for office use only)
	(for office use only)		