

DMS Registration Form

Please use this questionnaire to register the details of **events** with the New Vision DMS. **To advertise on our website free of charge, please follow the house rules below.** We reserve the right to alter data to fit the space available in the computer system. Return to **Becky Baker: Cumbria Tourism, Windermere Road, Staveley, Kendal, Cumbria, LA8 9PL or e-mail: bbaker@cumbriatourism.org**

House rules for events records on golakes.co.uk

To ensure that our visitors find quality information on Cumbrian products in the 'what's on' section of Golakes, we have set some simple **House Rules**, in order to enhance the overall appearance of the site and the visitor information Cumbria Tourism provides.

From now on, records will **not be** added to ***golakes.co.uk***, if they lack the following essential pieces of information:

- Submission of a fully completed DMS form (one form per event)
- Two Images of the event (min one image)
[PLEASE NOTE: You may not necessarily have an image of the event, but an image of the venue/ local area or company logo can be added instead. We can also take suitable images from your website, on your behalf, upon request].
- Venue information. **A postcode is required** - events link to a venue
- Event opening days and times
- Event description – This should be an inspirational overview of the event to encourage the visitor to attend. **(Min 100 / Max 350 words)**
- Prices – (there is an option for free admission)
- Event organiser contact information, e.g. telephone, email, web address
- Please **do not** amend the form to fit your events. If you have any trouble or the event is complicated, please contact **Rebecca Crofts: 01539 825022 or e-mail: rcrofts@cumbriatourism.org**.

Events are added and accepted at the discretion of Cumbria Tourism and the organisers of any events not deemed suitable will be notified by email.

Event

Please give name of each event (e.g. concert, festival, garden show) available at the venue.

Name of event:

Is this an Annual Event Please tick if picture of event is attached or we can take one from website:

MINIMUM REQUIREMENT FOR ENTRY ON WEBSITE IS ONE IMAGE, PREFERABLY TWO. PLEASE DO NOT INCLUDE POSTERS OR FLYERS. IF NO IMAGES ARE AVAILABLE, PLEASE INCLUDE A LOGO.

Event Venue

Please give details of the location of the venue where the event is to be held. Tick amenities the venue has to offer.

Venue Name:

Address of venue

Postcode:

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Web site:

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

Please provide directions to the event venue from the nearest through route using road numbers if possible:

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

Event Price Details

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

Entry	

Contact

Please give contact for members of the public to use for further information/bookings:

Contact Name:			
Telephone No:		Mobile No:	
Email:			
Website:			

Please tick the amenities at the event:

- | | |
|---|--|
| <input type="checkbox"/> Children welcome | <input type="checkbox"/> Disabled access |
| <input type="checkbox"/> Dogs accepted | <input type="checkbox"/> Facilities for hearing impaired |
| <input type="checkbox"/> Facilities for visually impaired | <input type="checkbox"/> Smoking allowed |

Event Description: Please give a full description of the event (continue overleaf if required): 100 WORD MINIMUM. Please do not include weblinks, as this text box is unable to format them.

Event Opening Days and Times

Please give date(s) and time(s) for each day e.g. 9:00-13:00, 14:30 – 17:00. If different times for each day, please use separate rows.

Date(s) e.g. 01/02/2016	Time

Legal Statement for Submission of Information to Tourism Promoters

This questionnaire is your way of telling Cumbria Tourism, Local Councils and VisitEngland 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 tourist boards or be made available to Tourist Information Centres in helping with enquiries from the public and other third parties. Additionally, the tourist boards may pass the information to third parties for inclusion, at their discretion, in tourism-related publications. There is no guarantee that the information, which you may have supplied, will be published or used either in the form submitted or at all. If it is, the tourist boards will make every reasonable effort to ensure accuracy but regret that they cannot accept liability of any kind arising from or in connection with the use or publication of the information, either by themselves or third parties, including as a result of any error or omission on the part of the tourist boards. Nothing in the foregoing disclaimer shall operate or be construed so as to bar any claim resulting in the personal injury or death of any person.

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.

*Please tick the following boxes **if you agree to your data being used for use in the following areas.***

- 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.

Declaration

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

Signature	
Print Name	
Position	
Date	