

This form is your way of giving us information to use on your visitlakedistrict.com website listing. Completing and returning this form will ensure that we have up to date information about your business for use in promotional activities on the website.

IMPORTANT - Please read the Code of Conduct, tick the data protection boxes and sign the declaration at the end of the questionnaire, then return the completed form to us at website@cumbriatourism.org

Business & Contact Details to display on your website listing:

Business Name	
Address 1	
Address 2	
Address 3	
Town	
County	
Postcode	
E-Mail	
Website	
Telephone	
Fax	

Bookings and availability

If you would like to be bookable on visitlakedistrict.com, please give us some details about the booking channels you currently use so that we can suggest the best method to use.

Is the Business currently Bookable online?	
Current PMS system	
OTA Channels (Booking.com, Expedia etc)	

Property Short Description

Property Full Description (around 300 words if possible)

Public Transport Directions

Road Directions

Facilities (Please tick all that apply)

Booking & Payment Details					
<input type="checkbox"/>	American Express accepted	<input type="checkbox"/>	Euros accepted	<input type="checkbox"/>	Travel agent bookings
<input type="checkbox"/>	Christmas special programme	<input type="checkbox"/>	Senior citizens reduced rates		Visa/Mastercard accepted

Catering					
<input type="checkbox"/>	Continental breakfast only	<input type="checkbox"/>	Packed lunches provided	<input type="checkbox"/>	Special diets available
<input type="checkbox"/>	Evening meals	<input type="checkbox"/>	Restaurant open to non-residents	<input type="checkbox"/>	Unlicensed
<input type="checkbox"/>	Licensed (table or bar)	<input type="checkbox"/>	Snacks/afternoon tea	<input type="checkbox"/>	Vegetarian diet available

Children					
<input type="checkbox"/>	Baby listening service	<input type="checkbox"/>	Children's indoor play area	<input type="checkbox"/>	Cots available
<input type="checkbox"/>	Children welcome	<input type="checkbox"/>	Children's outdoor play area	<input type="checkbox"/>	High-chairs available

Covid-19 Response					
<input type="checkbox"/>	1m distancing in place	<input type="checkbox"/>	Deep cleaning between visitors	<input type="checkbox"/>	Online booking possible
<input type="checkbox"/>	24-hour minimum vacancy between guests	<input type="checkbox"/>	Doctor available 24/7	<input type="checkbox"/>	Online ordering available
<input type="checkbox"/>	2m distancing in place	<input type="checkbox"/>	Eat Out to Help Out	<input type="checkbox"/>	Open now
<input type="checkbox"/>	Advance booking essential	<input type="checkbox"/>	Face mask essential (not provided)	<input type="checkbox"/>	Outside seating
<input type="checkbox"/>	All linens sanitized in high-temperature wash	<input type="checkbox"/>	Face mask essential (provided)	<input type="checkbox"/>	Paid stay-at-home policy for staff with symptoms
<input type="checkbox"/>	Capacity limit	<input type="checkbox"/>	Face masks available for visitors	<input type="checkbox"/>	Pets welcome during COVID-19 restrictions
<input type="checkbox"/>	Clear signage	<input type="checkbox"/>	Face masks required for staff in public areas	<input type="checkbox"/>	Queuing system
<input type="checkbox"/>	Contactless check-in	<input type="checkbox"/>	Facilities must be booked	<input type="checkbox"/>	Regular temperature checks for staff
<input type="checkbox"/>	Contactless check-out	<input type="checkbox"/>	Floors clearly marked for social distancing	<input type="checkbox"/>	Regularly sanitised high-traffic areas
<input type="checkbox"/>	Contactless payment only	<input type="checkbox"/>	Food available during COVID-19 restrictions	<input type="checkbox"/>	Room service available during COVID-19 restrictions
<input type="checkbox"/>	Contactless payment possible	<input type="checkbox"/>	Hand sanitizer available to visitors & staff	<input type="checkbox"/>	Socially distanced spaced seating
<input type="checkbox"/>	COVID-19 measures in place	<input type="checkbox"/>	Hygiene screens in place	<input type="checkbox"/>	Staff required to regularly wash hands
<input type="checkbox"/>	COVID-19 refund and cancellation policy in place	<input type="checkbox"/>	Individually wrapped toiletries	<input type="checkbox"/>	Temperature checks for visitors
<input type="checkbox"/>	COVID-19 risk assessment completed	<input type="checkbox"/>	Meal times must be booked	<input type="checkbox"/>	Touch-free toilet facilities
<input type="checkbox"/>	COVID-19 staff training completed	<input type="checkbox"/>	One way system	<input type="checkbox"/>	Virtual menus
<input type="checkbox"/>	Currently closed	<input type="checkbox"/>	Online booking only	<input type="checkbox"/>	Virtual queuing system

Heating Facilities Central Heating Real log fires**Languages** Staff fluent in Arabic Staff fluent in Hindustani Staff fluent in Russian Staff fluent in Chinese Staff fluent in Italian Staff fluent in Spanish Staff fluent in Dutch Staff fluent in Japanese Staff fluent in Welsh Staff fluent in French Staff fluent in Polish Staff fluent in German Staff fluent in Portuguese**Laundry Facilities** Ironing Facilities Laundry Facilities**Leisure Facilities** Cycles for hire Leisure club (onsite or nearby) Spa/Swimming On Site Fishing Pony trekking/horse-riding Squash onsite Games room onsite Regular entertainment Swimming pool - indoor onsite Golf available (onsite or nearby) Sauna onsite Swimming pool - outdoor onsite Gym on site Shooting Tennis onsite Health/beauty facilities onsite Snooker/billiards/pool onsite Water sports onsite**Meeting, Conference & Wedding Facilities** Conference Facilities**Parking** Car Charging Free Parking on Site On street/public parking Free Parking No Parking Private parking**Additional Property Facilities** Air conditioning Laundry/valet service Telephone (public) Designated smoking area Lounge for residents' use Television available Dogs accepted Night porter Totally non-smoking Dogs/Pets accepted by arrangement Passenger lift Wi-Fi or Internet access available Dogs/Pets NOT accepted Pet Friendly Wood Burner

Room/Unit Facilities					
<input type="checkbox"/>	Bath	<input type="checkbox"/>	King sized bed	<input type="checkbox"/>	Shared facilities
<input type="checkbox"/>	CD player	<input type="checkbox"/>	Minibar in bedrooms	<input type="checkbox"/>	Shower
<input type="checkbox"/>	DVD player	<input type="checkbox"/>	Private facilities	<input type="checkbox"/>	Spa bath
<input type="checkbox"/>	Four-poster bed	<input type="checkbox"/>	Radio	<input type="checkbox"/>	Tea/coffee making in bedrooms
<input type="checkbox"/>	Ground floor bedroom	<input type="checkbox"/>	Satellite TV	<input type="checkbox"/>	Telephone
<input type="checkbox"/>	Hairdryer	<input type="checkbox"/>	Scenic View	<input type="checkbox"/>	Television
<input type="checkbox"/>	Hot Tub	<input type="checkbox"/>	Sea view		

Site Features				
<input type="checkbox"/>	Building of historical interest	<input type="checkbox"/>	Public house/Inn	
<input type="checkbox"/>	Garden	<input type="checkbox"/>	Working farm	

Target Markets					
<input type="checkbox"/>	Coach parties welcomed	<input type="checkbox"/>	Single sex groups NOT accepted	<input type="checkbox"/>	Single sex groups welcomed
<input type="checkbox"/>	Adult exclusive				

Additional Catering	
<input type="checkbox"/>	Cooked Breakfast

Additional Leisure Facilities					
<input type="checkbox"/>	Free Wi-Fi	<input type="checkbox"/>	Kit storage area	<input type="checkbox"/>	Spa facilities
<input type="checkbox"/>	Kit cleaning area	<input type="checkbox"/>	Secure cycle storage		

Other	
<input type="checkbox"/>	Electric car charging point

Tourism For All – Accessibility Information

Parking			
<input type="checkbox"/>	Designated Parking for Guests with disabilities?	<input type="checkbox"/>	Designated parking is within 50 metres approx. of entrance
Surface of the car park and pathway leading to entrance is:			
<input type="checkbox"/>	Solid i.e. tarmac / concrete etc	<input type="checkbox"/>	Gravel
<input type="checkbox"/>	Drop-off point for guests outside entrance	<input type="checkbox"/>	Other:
Route from the parking area to the entrance:			
<input type="checkbox"/>	Is flat (i.e. without steps)	<input type="checkbox"/>	Has a ramp
<input type="checkbox"/>		<input type="checkbox"/>	Has steps and no ramp

Entrance			
<input type="checkbox"/>	Steps to the main entrance?	Number of steps:	<input type="checkbox"/>
<input type="checkbox"/>	Ramp to entrance	<input type="checkbox"/>	Handrail by ramp
<input type="checkbox"/>	Entrance well lit	<input type="checkbox"/>	Bell at main entrance
<input type="checkbox"/>		<input type="checkbox"/>	Handrail by steps

Public Areas			
Level access (no steps/thresholds) or access by ramp or lift to:			
<input type="checkbox"/>	Entrance to reception	<input type="checkbox"/>	Public toilet
<input type="checkbox"/>	Lounge	<input type="checkbox"/>	Bar
<input type="checkbox"/>	Gym/leisure centre	<input type="checkbox"/>	One or more bedrooms
<input type="checkbox"/>	Swimming pool	<input type="checkbox"/>	Swimming pool
<input type="checkbox"/>	Good contrast between the floor and wall	<input type="checkbox"/>	Lift equipped with verbal floor announcements
<input type="checkbox"/>	Lift equipped with raised floor numbers or braille numbers or letters	<input type="checkbox"/>	Lift equipped with raised floor numbers or braille numbers or letters
<input type="checkbox"/>	Clear surfaces such as glass doors have contrast markings	<input type="checkbox"/>	Baby changing facilities
<input type="checkbox"/>		<input type="checkbox"/>	Guest information available in large print (14pt and over)

Dining			
<input type="checkbox"/>	Level access (no steps/thresholds) or access by ramp or lift	<input type="checkbox"/>	Good contrast between the floor and walls
<input type="checkbox"/>		<input type="checkbox"/>	Menus available in large print (14pt and over)
Meals for guests with special dietary requirements can be provided:			
<input type="checkbox"/>	Sugar free (diabetic)	<input type="checkbox"/>	Gluten free (Coeliac)
<input type="checkbox"/>	Lactose free (dairy free)	<input type="checkbox"/>	Nut free
<input type="checkbox"/>	Low potassium	<input type="checkbox"/>	Low sodium
<input type="checkbox"/>	Additive free	<input type="checkbox"/>	Organic
<input type="checkbox"/>	Vegan	<input type="checkbox"/>	Vegetarian
<input type="checkbox"/>		<input type="checkbox"/>	

Bedrooms					
<input type="checkbox"/>	Bedroom furniture can be re-arranged if requested by guest	<input type="checkbox"/>	Bedroom with non-allergenic bedding available	<input type="checkbox"/>	Bedroom without fitted carpets available
Bathrooms available with:					
<input type="checkbox"/>	Separate shower unit	<input type="checkbox"/>	Bath with shower	<input type="checkbox"/>	Bath
	Wet room				
<input type="checkbox"/>	Separate shower unit with support handrails available	<input type="checkbox"/>	Separate shower unit with fixed shower seat or shower chair available	<input type="checkbox"/>	Bath with support handrails available
<input type="checkbox"/>	WCs with handrails available	<input type="checkbox"/>	Bathroom with emergency call system available	<input type="checkbox"/>	Bedrooms available with emergency call systems such as vibrating pads (if fire alarm is activated)
<input type="checkbox"/>	Bedrooms available with emergency call systems such as flashing lights (if fire alarm is activated)	<input type="checkbox"/>	Bedrooms available with en suite bathrooms suitable for guests who use a wheelchair	<input type="checkbox"/>	Bedrooms available with separate, private or shared bathrooms suitable for guests who use a wheelchair
<input type="checkbox"/>	Bathrooms available that have been specially adapted for wheelchair users				

General					
<input type="checkbox"/>	Proprietors/staff available 24-hours	<input type="checkbox"/>	Emergency evacuation procedures for guests with disabilities	<input type="checkbox"/>	Staff have had disability awareness training

Notes – please add details here of any accessibility information not already covered

Opening Times

Please add details here of normal opening for your property, either seasonal or general as applicable.

Special opening			
<input type="checkbox"/> Open all year <input type="checkbox"/> Open Christmas <input type="checkbox"/> Open New Year			
Seasons If you operate seasonal opening times, please detail below			
Season Name	From	To	Open? Yes/no
General Opening notes Please detail any opening information you would like to display, such as daily opening times, times when you are not open, or times when normal opening does not apply.			

Rooms/Units/Pitches

Total number of rooms/units/pitches		Total number of bed spaces	
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Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

Rooms/Units/Pitches Name:			
Unit Type:			
Capacity:		Min Occupancy:	
Quantity of this type of room/unit/pitch:		Guide Price:	

Seasonal pricing	Min	Max
	£	£
	£	£
	£	£
	£	£

Price basis			
<input type="checkbox"/>	per room per night	<input type="checkbox"/>	per room per night for bed & breakfast
<input type="checkbox"/>	Per person per night	<input type="checkbox"/>	Per person per night for bed and breakfast

If more than 6 types of room applies, please add details in the notes section at the end of this form.

Social Media links

Please let us know the full address of your social media channels that you would like to link into your listing on visitlakedistrict.com

Facebook	
Twitter	
Instagram	
Pinterest	
Trip Advisor	

Video links

If you have a promotional video that you would like to link into your listing on visitlakedistrict.com, please let us know the full URLs below

Image Request

We need at least one image for your listing on visitlakedistrict.com; but more is even better. You can have up to a maximum of 20 images per listing. Your images should be at least 1500px wide x 879px high and all images should be supplied in digital format ie jpeg; to website@cumbriatourism.org. We can accept images larger than the size stated. If sending larger images, we recommend using a free large-file transfer service such as wetransfer.com.

Declaration

1. I/we 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.
2. I/we warrant that each image which I/we have supplied may be used by Cumbria Tourism for promoting my business and that, where relevant, the consent of any individual featured in an image has been obtained for such use. In addition I/we agree that the image may be used on the visitlakedistrict.com website pages with a suitable credit, or supplied to other carefully selected third parties for tourism-related purposes.
3. I/we accept that it cannot be guaranteed that the image and/or text supplied will be published or used in either the form submitted or at all.

4. I/We warrant that I/we are authorized to supply the image and that it does not infringe any existing copyright or other intellectual property right. We further warrant that the image is accurate and if published, will not constitute an offence under the Trade Descriptions Act 1968, the Consumer Protection Act 1987 or breach any codes of practice relating to advertising or sales promotion.
5. I/We undertake to indemnify local, national and regional tourist organisations and any third parties to whom the image is supplied against any loss, damage or proceedings arising from breach of these warranties.

Signed	
Name (in block capitals)	
Position	
Date (DD-MM-YYYY)	

Declaration

LEGAL STATEMENT FOR SUBMISSION OF INFORMATION TO CUMBRIA TOURISM

Code of Conduct

Only those establishments that agree to use their best endeavours to meet the following requirements may be eligible to participate in marketing and publishing activities undertaken by Cumbria Tourism and Area Tourism Partnerships:

- To fulfill all appropriate statutory obligations.
- To have Public Liability Insurance.
- To maintain their buildings, their fixtures, furnishings, fittings and decor in sound and clean condition and fit for the purposes intended.
- To observe the following Code of Conduct:
 1. To ensure high standards of courtesy and cleanliness, catering and service appropriate to the type of establishment.
 2. To describe fairly to all visitors and prospective visitors the amenities, facilities and services provided by the establishment, whether by advertisement, brochure, word of mouth or any other means. To allow visitors to see accommodation, if requested, before booking.
 3. To make clear to visitors exactly what is included in all prices quoted for accommodation, meals and refreshments, including service charges, taxes and other surcharges. Details of charges, if any, for heating or for additional services or facilities available should also be made clear.
 4. To adhere to, and not to exceed, prices current at time of occupation for accommodation or other services.
 5. To give each visitor, on request, details of payments due and a receipt, if required.
 6. To deal promptly and courteously with all enquiries, requests, reservations, correspondence and complaints from visitors.
 7. To allow a representative reasonable access to the establishment on request, to confirm that the Code of Conduct is being observed.

Data Protection

- I understand that the information I have provided within this questionnaire may be used for the selected purposes outlined below:

Contact information will be used by Cumbria Tourism and their tourism partners to contact me on a regular basis to ensure that address and contact records are accurate (including by phone, sms, email, post or fax).

The information provided within the questionnaire will be processed for use in the web system for the purpose of advertising your business to a wide potential customer base and to service enquiries from the public and third parties.

Cumbria Tourism and their tourism partners may use the descriptive information to identify gaps in products and services available to customers, developing existing services, and for market research purposes. The information you provide may also be processed for inclusion in tourism publications and websites; statistical analysis; the promotion and sale of tourism services; customer service; administration monitoring; tracking and recording participation in projects and publications.

The information held within the DMS system will be made available to registered users and other users as specified above through password enabled web access. The full details provided in your questionnaire are accessible only by Cumbria Tourism, their tourism partners and yourselves.

I agree that Cumbria Tourism and their tourism partners as specified above will use my contact information for marketing purposes: this may include receiving information about new services, initiatives or events that may be of interest; targeting offers, promotions, services and other events to businesses and notification of changes to our services (locally and nationally) or our database (including by phone, sms, email, post or fax).

- I agree that Cumbria Tourism may pass my contact information to carefully selected third parties involved in the marketing of goods and services in order to: a) contact me about their products and services that may be of interest and b) include my information at their discretion in tourism related publications and websites for the purposes of providing potential additional customers and sales activity.

Cumbria Tourism and the tourism partners set out in the data protection statement (hereafter "the tourism promoters") do not guarantee that the information supplied by your organisation (hereafter "you") in the questionnaire will be published or used in the form that you have submitted, or at all. If your information is used, the tourism promoters will make every reasonable effort to ensure accuracy but will not 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 tourism promoters.

The tourism promoters expressly reserve the right, in their absolute discretion, to refuse or withdraw your eligibility to participate in any of their marketing or publishing activities. In consideration for any decision by the tourism promoters to allow your participation in any of their marketing and / or publishing activities, you agree to comply fully with all of the requirements listed in this document under the Code of Conduct.

By signing below, you warrant that the information you have 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. Your signature also constitutes agreement to indemnify the tourism promoters against any and all liability, loss, damage, costs and expenses which the tourism promoters may suffer as a result of a third party alleging that the tourism promoter's use of any information provided by you constitutes an infringement of that third party's intellectual property rights.

I/We have read the above statement and hereby confirm that I/we understand and accept the conditions therein.

Signed	
Name (in block capitals)	
Position	
Date (DD-MM-YYYY)	