

Online Information Survey Accommodation

Please use this survey to give us as much up to date information about your business and what you have to offer visitors to Lincolnshire.

This information also feeds through to visitbritain.co.uk and enjoyengland.com websites.

PLEASE NOTE: The information marked with a * is essential for the details to feed through to Visit Britain and Enjoy England correctly.

ESTABLISHMENT INFORMATION				
*Establishment Name				
Business Trading Name (If different from above)				
*Address 1				
Address 2				
Address 3				
*Town				
County		*Postcode		
*Establishment email address for enquiries				
*Establishment web site address				
*Business Phone Number	Area Code		Number	
Business Fax Number	Area Code		Number	
Second Business Phone e.g. accounts	Area Code		Number	

* Business Postal Address - for written correspondence and invoicing (If different from above)			
* Address 1			
Address 2			
* Town			
County		* Postcode	
Would you like your business details available for mailing?		Yes	No

Establishment type: This should reflect the National Quality rating assigned to your product. Please tick below up to 4 other sub categories below which may also apply to your product.		*Please write your PRIMARY CATEGORY here.							
Hotel	<input type="checkbox"/>	Country House Hotel	<input type="checkbox"/>	Hotel Boat	<input type="checkbox"/>	Townhouse Hotel	<input type="checkbox"/>	Travel Accommodation	<input type="checkbox"/>
Bed & Breakfast	<input type="checkbox"/>	Farm	<input type="checkbox"/>	Guest House	<input type="checkbox"/>	Inn	<input type="checkbox"/>	Restaurant with Rooms	<input type="checkbox"/>
Self Catering	<input type="checkbox"/>	Tent pitches	<input type="checkbox"/>	Camping & Caravan Site	<input type="checkbox"/>	Static Units	<input type="checkbox"/>	Touring Pitches Provider	<input type="checkbox"/>
Bunkhouse	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Camping Barn	<input type="checkbox"/>	Group Hostel	<input type="checkbox"/>	Campus	<input type="checkbox"/>
Serviced Apartment	<input type="checkbox"/>	Holiday Village	<input type="checkbox"/>	Budget Hotel	<input type="checkbox"/>	Conversion	<input type="checkbox"/>	Guest Accommodation	<input type="checkbox"/>
Holiday Park	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Cottage	<input type="checkbox"/>	Hotel Spa	<input type="checkbox"/>	Holiday Caravan	<input type="checkbox"/>
House	<input type="checkbox"/>	Individual Caravan	<input type="checkbox"/>	Lodge	<input type="checkbox"/>	Metro Hotel	<input type="checkbox"/>	Mains Serviced Caravan Pitch	<input type="checkbox"/>
Self Catering Unit	<input type="checkbox"/>	Small Hotel	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

*Do you have any other products?– A completed product survey will be required for each type of product you have. Let us know if you require another form. Email: online@visitlincolnshire.com	Attraction	<input type="checkbox"/>	Caravan & Camping	<input type="checkbox"/>	Self Catering Accommodation	<input type="checkbox"/>
	Sport & Leisure	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Serviced Accommodation	<input type="checkbox"/>
	Events	<input type="checkbox"/>	Place to Eat	<input type="checkbox"/>	Wedding/Conference	<input type="checkbox"/>

CONTACTS

* PRIMARY CONTACT			Job Title & Responsibilities e.g. Owner – Marketing & Administration	
Title	First Name	Last Name		
*Telephone Number	Area Code		Number	
Fax Number	Area Code		Number	
Mobile phone number				
*Email				
SECONDARY CONTACT			Job Title & Responsibilities e.g. Owner – Marketing & Administration	
Title	First Name	Last Name		
Telephone Number	Area Code		Number	
Fax Number	Area Code		Number	
Mobile phone number				
Email				
ADDITIONAL CONTACT			Job Title & Responsibilities e.g. Owner – Marketing & Administration	
Title	First Name	Last Name		
Telephone Number	Area Code		Number	
Fax Number	Area Code		Number	
Mobile phone number				
Email				

***IMAGES**

You are entitled to **TWO** images on your entry. Send them by email to images@visitlincolnshire.com. If you would like us to use the existing images on your web site entry please tick the box.

Please note: Members of Visit Lincolnshire can choose up to **SEVEN** images.

Top Tip: This is your chance to shine against your competition. Send us a clear, strong exterior and interior image. Your main image should be **landscape** if possible and as high resolution as possible. Poor quality images do not encourage web visitors to look further. Please try to avoid people and cars as they date the image.



This image is effective because

- The cottage is the focal point
- Shows some of garden which is appealing



This image is effective because

- The attractively dressed bed is the focal point
- Well presented room

DESCRIPTIONS

Do you require any changes to your visitlincolnshire.com description?

Yes

No

Would you like us to use the details from your current Visit Lincolnshire Guide advert?

Yes

No

***SHORT DESCRIPTION - Use up to 40 words.**

This is important as it is the first information seen on visitbritain.co.uk. It will also be the first paragraph of your long description

Top Tip: For maximum impact try and cover these 5 fundamental areas in your description.

Type: 4* Guest House **Location:** Central Lincoln **Experience:** City breaks, exploring historic Lincoln
Unique Selling Point: Complimentary wine for every guest on arrival, free wireless **Clients:** Younger couples, families.

Could translate into

“Smart & contemporary guest house located in the heart of historic Lincoln. Excellent access to bars, restaurants & local attractions. Complimentary bottle of wine for all guests and free wi-fi in every room.”

LONG DESCRIPTION - Use up to 200 words.

Top Tip:

- Entice your visitors
- Expand your short description
- Describe more fully the experience you can offer your guests.
- Try to keep your description to 3 or 4 paragraphs of essential information

Do you have comments from your guests? You will get an opportunity later to say what amenities you have.

This description will be seen on both visitlincolnshire.com, visitbritain.co.uk and enjoyengland.com

ROAD DIRECTIONS – Use up to 200 words

Top Tip:

- Which is your nearest main road?
- Use short, easy to use directions

PUBLIC TRANSPORT DIRECTIONS – Use up to 200 words

Top Tip:

- Which is your nearest train/bus station?
- Use short, easy to use directions

FACILITIES

Please tick and tell us which of the following you can provide for your visitors. Additional notes or comments can also be added at the side. You must choose at least 2 facilities

Provider Preferences	Tick	Additional notes
Castle		
Cater exclusively for vegetarians		
Celebrity connection		
Country house		
Haunted		
Film or TV location		
Farm		
Inn		
Non-smoking establishment		
Smoking area provided		
Of historic, literary or		

architectural interest		
Children & infants		
Accept children		
Facilities for children		
Parking & transport		
Car parking		
Offsite parking		
Onsite parking		
Free parking		
Taxi by arrangement		
Leisure Facilities		
Access to golf course		
Arrangements for riding/pony trekking		
Cycle hire		
Fishing		
Gym		
Health/Fitness/Beauty		
Indoor pool		
Outdoor pool		
Sauna/Solarium/Spa		
Tennis courts		
Water sport facilities		
Games room		
Catering		
Bar		
Food shop		
Restaurant		
Payment methods		
Maestro		
Mastercard		
Midweek breaks		
Solo		
Visa		
Room/unit features		
Servicing of room/unit		
Room/units available with real log/coal fires		
Air conditioning		
CD player		
Four poster available		
Freezer		
Fridge		
Freeview/satellite TV		
Hairdryer		
Microwave		
Radio		
Safe		
Telephone		
Tea/coffee facilities		
Establishment features		
Garden/patio for guest use		
Baby/nursery facilities		
BBQ		
Central heating		
Camping gas available		
Chemical disposal point		
Guest lounge		
24 hr concierge		

Latest arrival time		
Licensed for alcohol		
Lift		
Launderette		
Linen available for hire		
Linen available for free		
Pets accepted		
Public telephone		
Regular evening entertainment		
Welcome single sex groups eg. Stag/hen parties		
Mains service pitches		
Public toilets		
Secure lock up		
Shower block		
Specialist features		
Aim to attract conferences and business meetings		
Marketed as green/environmentally friendly		
Other		
Dogs accepted		

OPENING									
Are you Closed at Xmas?	Yes		No		Are you Closed at New Year?	Yes		No	
Open All year/every day	Yes		No		Please give opening details below				

ROOMS AND PRICES – SERVICED ACCOMMODATION (Please see below for price information for self catering and caravan & camping accommodation)				
*What are your lowest and highest room prices per night based on two people sharing?	Lowest price		Highest price	
*Total No of Rooms		*Total No of Bed spaces		
Double Room: Price per night Based on two people sharing	Lowest price		Highest price	
How many double rooms do you have?		How many of them are en-suite		

Single occupancy of this room - price				How many with private bathroom			
Twin Room: Price per night Based on two people sharing		Lowest price				Highest price	
How many twin rooms do you have?				How many of them are en-suite			
Single occupancy of this room -price				How many with private bathroom			
Family Room: Price per night		Lowest price				Highest Price	
How many Family rooms do you have?				How many of them are en-suite			
Single occupancy of this room - price				How many with private bathroom			
Single Room: Price Range per night		Lowest				Highest	
How many single rooms do you have?				How many of them are en-suite			
				How many with private bathroom			
Other Room: Price Range per night		Lowest				Highest	
Type of room:							
How many "Other" rooms do you have?				How many of them are en-suite			
Standard Occupancy of this room				How many with private bathroom			
How many shared guest bathrooms do you have?						Comment	
Supplements per night £		Child		Additional Adult		Single	
Half Board Supplement per person per week						Comment	
Do your prices include breakfast?		Yes				Comment	
		No					
Do you have special rates for:		Midweek breaks		Weekend breaks		Groups	Other
						Comment	
What is your maximum occupancy in terms of guest numbers?							
What is your minimum occupancy in terms of guest numbers?							
What is your standard occupancy in terms of guest numbers?							

UNITS AND PRICES – SELF CATERING ACCOMMODATION (including single caravan holiday homes)

*What are your lowest and highest prices per night?	unit	Lowest price		Highest price	
*What are your lowest and highest prices per week?	unit				
*Total No of Units			*Total No of Bed spaces		
Do you have special rates for:		Midweek breaks		Weekend breaks	
				Groups	
				Other	
Comment					
What is your maximum occupancy in terms of guest numbers?					
What is your minimum occupancy in terms of guest numbers?					
What is your standard occupancy in terms of guest numbers?					

PRICES – CARAVAN & CAMPING

Additional charge for awnings?		
Price Range	Minimum	Maximum
Price range - caravan - touring pitches, 2 people per night		
Price range - tent – tent pitches, 2 people per night		
Price range-static unit/week -high season		
Price range-static unit/week - low season		
Static unit price supplied for	Caravan Holiday Home	Chalet/bungalow/ lodge
Bookable via external providers ?		
Available for midweek breaks?		
Available for weekend breaks?		
Available for groups?		

GRADINGS & AWARDS

Have you been on any Welcome training courses?				Excellence		All		Host	
Welcome Awards - Do you have any of the following from Visit Britain?		Walkers		Cyclists		Pets		Families	
National Quality Assessment – who is your awarding body?				Visit Britain				The AA	
No of Stars awarded			*Designator - this will be found on the form provided by the assessor e.g. Guest Accommodation						
Were you given an Assessment Award?		Bronze		Rose		Silver		Gold	
If you do not hold a National Quality rating – have you applied for one and who with?						Yes		No	
						Visit Britain		AA	
Visit Britain Rosebud Scheme				Pass			Applied For		
Visit Britain National Accessibility Scheme				Mobility Impairment			Level		
				Hearing Impairment			Level		
				Visual Impairment			Level		
Do you have any other Rating/Award		Name					Level		

ACCESSIBILITY – Please tick which of the following apply to your business

Parking (single unit properties)	
Designated parking for guests with disabilities	
Within about 50 metres of the entrance	
Parking (multiple unit properties)	
Single designated parking space for guests with disabilities	
Within about 50 metres of the entrance	
Drop-off point for guests immediately outside the entrance	
Route from the parking area to the entrance is:	
Flat (ie without steps)	
With a ramp	
With steps and no ramp	
Building entrance	
There are steps to the entrance	
Number of steps to the entrance	
Handrail by the steps	
Ramp to the entrance	
Handrail by the ramp	
Access to all areas	
Level access (i.e. no steps or thresholds) or access by a ramp or lift to:	
The toilet and bathroom	

One or more bedroom	
The lounge	
The kitchen	
The dining room	
A toilet suitable for use by wheelchair users	
Outdoor facilities	
Garden	
Terrace	
Dining area	
Swimming pool	
Beach	
Sports area	
Others	
Kitchen	
Sink taps have lever handles	
Seating available in the kitchen	
Bedroom(s) and bathroom(s) - general	
Bedroom furniture be re-arranged if requested by the guest	
Bedrooms with ensuite bathroom available	
Bedroom with air-conditioning available	
Bedrooms available with:	
Bath	
Bath with shower	
Separate shower unit	
Level entry shower (i.e. no raised shower tray or step-up)	
Separate shower unit fitted with support handrails available	
Separate shower unit with fixed shower seat or shower chair available	
Bath fitted with support handrails available	
Bath with an extended area at one end for sitting available	
W.C fitted with handrails available	
Taps in the bathroom with lever handrails available	
General questions	
Service dogs are not allowed on premises (if not reasons)	
Service dogs accepted but prohibited from the following areas:	
Services for guests with hearing impairments:	
Text telephone	
Telephone with inductive coupler	
Telephone with flashing light	
Telephone with voice amplification	
Call system with vibrating pads eg for fire/alarms, front door, telephone	
Call system with flashing lights eg for fire/alarms, front door, telephone	
Induction loop and/or infrared system	
Other	
Services for guests with visual impairments	
Contrast markings on glass doors and full height windows	
Guest information in large print format	
Tactile route within or outside the premises	
Contrast of critical surfaces eg. Doors, skirting	
Other	
The following are available for guests with asthma or allergies	
Non-allergic bedding (e.g. non-feather pillows)	
Rooms without fitted carpets (please specify which rooms)	
other	

I agree to:

Be contacted by

Visit Lincolnshire	Yes		No		Visit Britain	Yes		No	
--------------------	-----	--	----	--	---------------	-----	--	----	--

Allow Visit Britain to advertise my business in publications and other partner organisations

Yes		No	
-----	--	----	--

Pass on my data to and or be contacted by other carefully selected organisations

Yes		No	
-----	--	----	--

Visit Lincolnshire's Terms & Conditions can be found by clicking on the following link
<http://www.visitlincolnshire.com/corporate/marketing/advertising-and-opportunities/online>

DECLARATION

I hereby agree to the information contained within this survey to be held and used by Visit Lincolnshire and other Local Government Authorities staff and for it to be published through visitlincolnshire.com and other associated web sites and other media as part of the Visit Lincolnshire Destination Management System.

The information I have provided within this survey is true and accurate to the best of my knowledge. I have read the 'Terms and Conditions for Use of Information' associated with this survey and hereby confirm that I understand and accept all these terms and conditions.

SIGNED _____

NAME (block capitals) _____

POSITION _____

DATE _____