

Does the hotel have its own spa?  YES  NO

If YES, does the hotel manage the spa?  YES  NO

If NO, please give name of the outsourced management company?

.....  
.....

Is the spa for residents only?  YES  NO

Does the spa have a dedicated team of staff at all times of opening?  
 YES  NO

How many treatment rooms are there? .....

Does the spa offer any hydro treatments?  YES  NO

Please describe below any other leisure facilities available at the hotel:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Entertainment**

Do you provide live entertainment at least once a week throughout the year?  YES  NO

If YES, please give details .....

.....  
.....  
.....

**Christmas & New Year**

Does the hotel operate a Christmas programme for residents?  YES  NO

Does the hotel operate a New Year programme for residents?  YES  NO

**Children**

Do you accept children of all ages?  YES  NO

If NO, please state the minimum age accepted: .....

Does the hotel provide the following facilities for children:

Baby-sitting/watching or listening intercom services  YES  NO

Supervised playrooms or safe playing area  YES  NO

Laundry facilities/washing machine  YES  NO

Drying facilities/tumble dryers  YES  NO

Ironing facilities  YES  NO

Cots  YES  NO

High chairs  YES  NO

Children's menu/portions  YES  NO

*(NB all questions must be answered YES to qualify for 'children's facilities' to be included in your entry in the Guide)*

**Afternoon Tea**

Do you serve afternoon tea to non-residents?  YES  NO

**Associate**

As an AA Associate establishment, can you please confirm the following:

Which organisation are you registered with?.....

.....

What rating did you achieve?.....

**Credit/Debit card details**

Do you accept credit and debit cards?  YES  NO

If YES, which of the following are accepted?

Mastercard  YES  NO

American Express  YES  NO

Connect  YES  NO

Visa  YES  NO

Diners  YES  NO

Delta  YES  NO

Maestro  YES  NO

Others .....

**Weddings**

Does the hotel hold a Civil Wedding licence?  YES  NO

If YES, what is the maximum numbers of guests you can accommodate for the ceremony?.....

**Conference Facilities**

Maximum number of delegates in Theatre layout .....

Maximum number of delegates in Classroom layout .....

Maximum number of delegates in Boardroom layout.....

What is the 24-hour delegate rate? (including dinner, breakfast, lunch, tea/coffee)

Minimum.....Maximum .....

Are the rates quoted above for 2007  2008



# ESSENTIAL INFORMATION

FOR THE AA HOTEL GUIDE AND ONLINE ENTRY

Lisa Becousse  
AA Hotel Services  
14th Floor  
Fanum House  
Basingstoke  
RG21 4EA

*Please write the postal address of your establishment clearly below*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Unless we hear to the contrary it will be assumed you are willing to comply with the hotel industry voluntary code of booking practice.

Unless we hear to the contrary we will assume that you own all rights to any material supplied, including images and photographs, and that these rights are licensed to AA Publishing for all uses which we may make in all media.

## FOR OFFICE USE ONLY A

Establishment ref ..... **Type** .....

Establishment name .....

Location within gazetteer .....

County name .....

Country .....

Company/Consortium .....

**Notes on completing this form**

The information printed on this questionnaire is extracted from your establishment's current records at the Automobile Association. Please ensure you make amendments, insertions or deletions as required in **ink** and give clear indications of changes. This will enable us to keep accurate records of your establishment

DATA PROTECTION: The AA group of companies (including the Automobile Association Developments Ltd) will use your information to provide the product(s) and service(s) requested and for customer services, marketing (including customer profiling), and fraud/loss prevention purposes. We may share your information with our agents and service providers for these purposes. We'd like to keep you informed by mail or telephone or email about other products and services provided by us or our business partners. By submitting your information you consent to us keeping you informed in this way.

If you DO NOT consent, please tick this box

**IMPORTANT**

This form generates your gazetteer entry in the Hotel Guide, your internet entry and provides information for various 'on-line' systems

Would you be interested in enhancing your guide entry at an additional cost?  YES

**Trade Descriptions Acts — Proprietors are reminded of these acts (where applicable), particularly with regard to descriptions of their establishments and the facilities available.**  
**Disability Discrimination Act 1995 – Proprietors are reminded that they are obliged to have done everything necessary to meet the requirements of all relevant provisions of this Act.**

The information I return on this questionnaire is, to the best of my knowledge, correct.

Signed ..... Date .....

Tick as appropriate

Proprietor  Tenant  Manager  Director  Other .....

Print name (BLOCK CAPITALS) .....

Please return to: Lisa Becousse, AA Lifestyle Guides, 14th Floor, Fanum House, Basingstoke, RG21 4EA

## Contact Information

Telephone Exchange code .....

Telephone number .....

Alternate number .....

Fax number .....

E-mail .....

Web address.....

The web address is not shown in the guide unless you have purchased a weblink from the AA. For further details contact Sally Faulkner on 01256 492654 sally.faulkner@theaa.com

Please provide us with an e-mail address to which we can send an electronic version of this questionnaire in future. This e-mail address need not be the same as the one which appears in the guide for your establishment, as we recognise that your reservations or enquiries e-mail may not be suitable for receiving a questionnaire. If you do not have a suitable e-mail address we will continue to send a paper copy of the questionnaire. ....

## Location of Hotel/Transport

Please check directions if shown below, or provide details from the nearest main road/landmark as appropriate (eg. 'M20 junct 9, A28.

Hotel 0.5m on left just beyond St Mary's Church') *(As space is limited, directions may be abbreviated)*

.....  
.....

.....  
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.....  
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.....  
.....

.....  
.....

Nearest International Airport (within 20 miles).....  
.....

Nearest Railway Station/Underground.....  
.....

Nearest Motorway junction (within 10 miles).....  
.....

Distance to nearest bus route .....

Does the hotel have a helipad? .....  YES  NO

If NO, does the hotel have an arrangement to use a helipad nearby? .....  
 YES  NO

If YES, please indicate the distance between hotel and helipad  
.....

## Ownership

Has there been a change of ownership in the past year?  YES  NO

If YES, when did this take place? .....

## Liability Certificate

Please quote the expiry date of your Employer's Liability Certificate  
.....

## Opening Dates

Is the establishment open all year round?  YES  NO

If NO, then give:-

Inclusive dates when fully closed .....

Inclusive date of restricted opening/services.....

Please give description of restrictions: .....

## Details of Accommodation

	Main building	Annexe	Total
Number of bedrooms with WC, bath, shower en suite	.....	.....	.....
Number of bedrooms with WC & bath en suite	.....	.....	.....
Number of bedrooms with WC & shower en suite	.....	.....	.....
Number of bedrooms with no en suite facilities	.....	.....	.....
Total number of letting bedrooms	.....	.....	.....
Number of family bedrooms.....	.....	.....	.....
Number of ground floor bedrooms .....	.....	.....	.....
Number of bedrooms with four-poster beds .....	.....	.....	.....
Number of bedrooms set aside for non-smokers.....	.....	.....	.....
Number of bedrooms suitable for disabled guests.....	.....	.....	.....

Is the hotel rated under the National Accessibility Scheme? .....  
 YES  NO

If YES, what rating has been achieved? .....

Minimum number of steps at any hotel entrance through which a wheelchair may pass.....

## Features of Accommodation

In how many bedrooms is television provided? .....

Is satellite TV provided in the bedrooms?  YES  NO

Is Freeview TV provided in the bedrooms?  YES  NO

How many bedrooms provide tea/coffee making facilities? .....

How many bedrooms provide direct-dial telephones? .....

Are modem/fax/data lines provided in bedrooms?  YES  NO

Is Wi-fi available in the hotel?  YES  NO

If YES, is Wi-fi available in ALL bedrooms?  YES  NO

Are guests permitted to take dogs into bedrooms?  YES  NO

If NO, are assist dogs allowed in bedrooms?  YES  NO

Do you offer any self catering accommodation?  YES  NO

## Accommodation Prices

Do your prices relate to 2007  2008

Prices must include VAT and service charges where applicable

	Minimum	Maximum
--	---------	---------

Single room	.....	.....
-------------	-------	-------

Double room (two persons)	.....	.....
---------------------------	-------	-------

Are the prices quoted above for the room only?  YES  NO

If NO, do prices include breakfast?  YES  NO

Do prices include dinner?  YES  NO

Do you offer any special terms for leisure breaks?  YES  NO

## General Details

Do you have a liquor licence?  YES  NO

If YES, please specify type of liquor licence.....  
.....

Do you have a passenger lift?  YES  NO

Do you employ a porter throughout the night?  YES  NO

Is the hotel fully air conditioned throughout?  YES  NO

## Parking Facilities

If parking is on hotel's own premises, please complete this section  
*(NB on-street parking or occasional parking should not be included)*

Number of open parking spaces .....

Is there any charge for any open parking provided?  YES  NO

If YES, please give details: .....

Number of covered garage spaces, or single lock-ups .....

Is there a charge for any covered space, garaged space or lock-ups?  YES  NO

If YES, please give details: .....

Are the parking facilities supervised?  YES  NO

If YES, please give details: (i.e. CCTV).....

## Facilities Available to Guests

Do you cater for coach parties?  YES  NO

Does the hotel provide any of the following **within the grounds or on premises?**

Indoor swimming pool?  YES  NO

If YES, is the indoor pool heated?  YES  NO

Is the indoor pool supervised?  YES  NO

If YES, please describe supervision.....

Outdoor swimming pool?  YES  NO

If YES, is the outdoor pool heated?  YES  NO

Is the outdoor pool supervised?  YES  NO

If YES, please describe supervision.....

Golf course (must be the hotel's own)?  YES  NO

If YES, how many holes? .....

Is there a putting green?  YES  NO

Hard tennis court?  YES  NO

Grass tennis court?  YES  NO

Private fishing?  YES  NO

Squash courts?  YES  NO

Riding stables?  YES  NO

Gym?  YES  NO

Croquet lawn?  YES  NO