



ESSENTIAL INFORMATION

FOR THE AA HOTEL GUIDE AND ONLINE ENTRY

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

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

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

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.

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Establishment refType

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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.....

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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