

If YES, how many holes?

Is hard court tennis available? YES NO

Is grass court tennis available? YES NO

Private fishing? YES NO

Squash courts? YES NO

Riding stables? YES NO

Full size snooker table? YES NO

Sauna? YES NO

Solarium? YES NO

Gymnasium? YES NO

Pool table? YES NO

Croquet lawn? YES NO

Putting green? YES NO

Please describe below any further leisure facilities

Green Awards

If you have received any environmental awards from an accredited green organisation (such as the Green Tourism Business Scheme)

please tell us the name of the award and awarding body

.....

.....

.....

.....

.....

.....

Farmhouse Details

Please state total size of farm

Please indicate type of farm (arable/beef/dairy/mixed/sheep/
 non-working)

If other please specify:-

Credit/Debit card details

Do you accept credit and debit cards? YES NO

If YES, please confirm details below (shown only on website)

Mastercard YES NO

American Express YES NO

Visa YES NO

Diners YES NO

Connect YES NO

Delta YES NO

Maestro (Switch) YES NO

Others

Conference Facilities

Do you have conference / meeting facilities? YES NO

Overall Maximum number of delegates

Maximum number of delegates in Theatre layout

Maximum number of delegates in Classroom layout

Maximum number of delegates in Boardroom layout

Maximum number of delegates in Banquet style layout

Conference Rates

Do your prices relate to (please indicate)? 2008 2009

Delegate rates per person	Minimum	Maximum
Day (including use of conference facilities, lunch, tea/coffee)
24 hour (including dinner, breakfast, lunch, tea/coffee)
Conference room hire
Lunch refreshments

Weddings

Do you have a Civil Wedding Licence? YES NO

If YES what is the maximum number of guests you can accommodate for the ceremony?



ESSENTIAL INFORMATION THE AA B&B GUIDE

URGENT: PLEASE RETURN WITHIN 10 DAYS

Mailing address for questionnaire. Check this is correct

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.

The AA B&B Guide
 AA Lifestyle Guides
 14th Floor
 Fanum House
 Basingstoke
 RG21 4EA

FOR OFFICE USE ONLY

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 B&B Guide (published in **September 2009**), and your internet entry

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)

Contact Information

Telephone exchange code

Telephone number(s)

Fax number

Email

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 Waite on 01256 492654 sally.waite@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.

Liability Certificate

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

Directions

Please check directions if shown below or provide details from the nearest main road/landmark as appropriate (eg 'A30 onto B3309, 0.5m on left after St Mary's Church'). Maximum 15 words. It would also be helpful if you could supply your 6 figure National Grid Reference, if known.

Nearest Railway Station/Underground

Nearest Motorway Junction (within 10 miles)

Ownership

Has there been a change of ownership in the past year? YES NO
If YES, when did this take place?

Opening Dates

Is the establishment open all year round? YES NO

If not, then give:-

Inclusive date when closed

Inclusive date of restricted opening/services

If restricted opening or services please give description

of restrictions:.....

Details of Accommodation

	Main building	Annexe	Total
--	---------------	--------	-------

Number of bedrooms with en suite

WC, bath and shower

Number of bedrooms with en suite

WC & bath only

Number of bedrooms with en suite

WC & shower only

Number of bedrooms with

separate private facilities

(This **must** comprise **separate WC bath and/or shower** for each bedroom's **exclusive** use)

Number of bedrooms with

wash handbasin only

Number of rooms without bath,

shower or wash handbasins

Total number of letting bedrooms

Number of family bedrooms

How many ground floor bedrooms

do you have?

Number of bedrooms dedicated to

the needs of disabled guests

Is the establishment rated under the

National Accessible Scheme? YES NO

If YES what rating has been achieved?

Minimum number of steps to any entrance through which a wheelchair

may pass

Features of Accommodation

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

Is satellite TV provided in the bedrooms free of charge? YES NO

Is Freeview TV provided in the bedrooms free of charge? YES NO

In how many bedrooms are tea/coffee making

facilities provided?

Are direct-dial telephones provided in the bedrooms? YES NO

Are modem/fax data lines available in each room/public room? YES NO

Is there a Wi-Fi facility available? YES NO

Are dogs allowed on premises? YES NO

If YES, are dogs permitted in bedrooms? YES NO

Do you offer any self-catering accommodation? YES NO

Smoking on Premises

Number of bedrooms in which smoking is permitted.....

Accommodation Prices

Do your prices relate to : (please indicate) 2008 2009

NB: If you wish prices to appear in the guide you must complete this section.

Prices must include VAT and service charges where applicable

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

Single room

Double room (**two persons**)

Do prices quoted include breakfast? YES NO

Are prices quoted for room only? YES NO

Do prices quoted include evening meal? YES NO

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

Weekly rate including breakfast per

person per week (for website only)

Weekly rate including breakfast and

evening meal per person per week

(for website only)

Special Terms

Are there any periods when weekly

terms are compulsory? YES NO

If YES, please specify dates when this applies?.....

Do you offer 'short break' holidays? YES NO

Do you offer a discount for children? YES NO

If YES, please specify age limit for discount

Meal Availability

Do you serve afternoon tea? YES NO

If YES, do you serve afternoon tea to non-residents? YES NO

Do you serve dinner? YES NO

If YES, is advance notice required? YES NO

Please state the latest time an evening meal

can be ORDERED

General Details

Do you have a liquor licence? YES NO

Do you have a passenger lift? YES NO

Do you have central heating throughout the building? YES NO

Is there a TV lounge available to your guests? YES NO

Is there a lounge without a TV available to your guests? YES NO

Parking Facilities

NB. On street parking or concessional parking should not be included

If car parking on **own premises** is available, please state number of:-

Open car park spaces

Covered garage space, or single lock-ups

Is there a charge for open car parking? YES NO

Is there a charge for covered garage space or

lock-up garages? YES NO

If YES, then please give details:

.....

Do you accept coach parties? YES NO

Children

Do you accept children of all ages? YES NO

If NO, state minimum age accepted:

.....

Does your B&B provide the following facilities for children?

(All questions below have to be answered YES to get

'children's facilities' in guidebook (except special children's

entertainment.)

Baby-sitting / watching or listening intercom services YES NO

Ironing facilities YES NO

Supervised playrooms YES NO

Cots YES NO

Safe playing area YES NO

High chairs YES NO

Laundry facilities/ washing machine YES NO

Children's portions/menus YES NO

Drying facilities/tumble dryers YES NO

Special children's entertainment YES NO

Facilities Available to Guests

Do you provide within your grounds and/or premises

any of the following:-

An indoor swimming pool? YES NO

If YES, is it heated? YES NO

Is it supervised? YES NO

If YES, please give details:

An outdoor swimming pool? YES NO

If YES, is it heated? YES NO

Is it supervised? YES NO

If YES, please give details:

Is there a golf course? YES NO