



Discover Rutland Visitor Guide

2012 Accommodation Booking Form

If you are a **new advertiser**, or a **current advertiser** changing your advert copy extensively, all you need to do is follow the sections in this form, complete the sections that apply to your business and send it back to us.

Invoice & Payment.

1. Business name for Invoice:.....
 Invoice Address:.....
 Post Code:.....
 Telephone: Fax:
 E-mail: (your proof will be sent here).....

2. I would like to book the following size advert:

Non member	Tourism Member Rates
<input type="checkbox"/> Eighth Page £191+VAT = £229.20 incl VAT	<input type="checkbox"/> Eighth Page £166+VAT = £199.20 incl VAT
<input type="checkbox"/> Quarter Page £350+VAT = £420.00 incl VAT	<input type="checkbox"/> Quarter Page £325+VAT = £390.00 incl VAT
<input type="checkbox"/> Half Page £669+VAT = £802.80 incl VAT	<input type="checkbox"/> Half Page £644+VAT = £772.80 incl VAT
<input type="checkbox"/> Full Page £1221+VAT = £1465.20 incl VAT	<input type="checkbox"/> Full Page £1196+VAT = £1435.20 incl VAT
<input type="checkbox"/> Page Sponsorship £631+VAT = £757.20 incl VAT	<input type="checkbox"/> Page Sponsorship £606+VAT = £727.20 incl VAT

3. Photographs & Artwork: Please include any colour photos for inclusion on your advert as appropriate.

- I have booked an 1/8 or 1/4 page & have e-mailed image(s) to tourism@rutland.gov.uk for my templated ad
- I have booked a 1/2 or full page & I am sending complete high resolution (300dpi) artwork.
- I have booked a 1/2 or full page & have e-mailed image(s) to tourism@rutland.gov.uk for a templated ad

For templated adverts please ensure you supply your image(s) in a landscape format. We strongly suggest you supply high quality images for your advert and only request the use of web images as a last resort, due to their low resolution.

Advert Selection

4. Accommodation Section: Please choose **one** from the following options

- Hotel
- Guest House, B&B, Inn
- Self Catering
- Caravan & Camping

Please note you can only appear in the section relating to your National Quality Assessment rating. For example, if you are a guest accommodation you must appear in the guest house section.

Building your advert

If you have booked a 1/2 or full page advert and are sending in complete artwork you don't need to fill in sections 5 - 10 instead please sign on the final page and return to Discover Rutland at the address on reverse.

5. Advertiser Details - As you wish them to appear in your advert

Business Name:.....

Address:.....

Post Code:..... Mobile:.....

Telephone:..... Fax:.....

E-Mail:.....

Website:.....

6. Image - So there is no delay in processing your advert please send your images to tourism@rutland.gov.uk

7. Copy/Description - as a guide line please allow the following

Eighth Page approximately - 40 words + 1 Image

Quarter Page approximately - 60 words + 2 Images

Half Page approximately - 100 words + 3-4 Images

Full Page approximately - 200 words + 5-6 Images

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8. Quality Assurance Rating (NQAS)

Please note accommodation providers must hold an up to date quality assured rating or be in the process of applying to be included in the guide.

Who is your rating with?

Visit Britain (QiT)

AA


Rating Applied for

9. Additional Rating - If you wish to use any of the symbols in this section you must have been assessed for them.

AA Food Rosettes

1 2

3 4



Visit Britain Awards 

Silver

Gold



Visit Britain Welcome Schemes

CYCLISTS

WALKERS

FAMILIES

PETS!

Access Ratings

Mobility	Visual
<input type="checkbox"/> Level 1 -M1	<input type="checkbox"/> Level 1 - V1
<input type="checkbox"/> Level 2 - M2	<input type="checkbox"/> Level 2 - V2
<input type="checkbox"/> Level 3 -M3	<input type="checkbox"/> Hearing
<input type="checkbox"/> Independent	<input type="checkbox"/> Level 1 - H1
<input type="checkbox"/> Level 3 - M3-A	<input type="checkbox"/> Level 2 - H2
<input type="checkbox"/> Assisted	
<input type="checkbox"/> Access Exceptional	

PLEASE ONLY SELECT A MAXIMUM OF 15 FACILITY SYMBOLS

General Symbols

- | | | |
|---|---|---|
| <input type="checkbox"/> Children welcome over <input type="text"/> years old | <input type="checkbox"/> Ground floor accommodation | <input type="checkbox"/> Pets welcome (prior arrangement) |
| <input type="checkbox"/> Children's play area | <input type="checkbox"/> Home Grown Local Produce | <input type="checkbox"/> Picnic Area |
| <input type="checkbox"/> Civil weddings performed | <input type="checkbox"/> Internet access available | <input type="checkbox"/> Pub/Restaurant within 1 mile |
| <input type="checkbox"/> Conference facilities | <input type="checkbox"/> Ironing facilities | <input type="checkbox"/> Shop within 1 mile |
| <input type="checkbox"/> Cot(s) available | <input type="checkbox"/> Level access | <input type="checkbox"/> Short break packages offered |
| <input type="checkbox"/> Credit cards accepted | <input type="checkbox"/> Licensed to sell alcohol | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Disabled toilets | <input type="checkbox"/> Member of Farmstay | <input type="checkbox"/> TV's in rooms/unit |
| <input type="checkbox"/> Direct dial phones in all rooms/units
OR public telephone available | <input type="checkbox"/> Non smoking establishment | <input type="checkbox"/> Welcome to Excellence |
| <input type="checkbox"/> Entertainment provided | <input type="checkbox"/> Online bookable | |
| <input type="checkbox"/> Garden for guests use | <input type="checkbox"/> Open all year round | |
| <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Parking facilities | |
| | <input type="checkbox"/> Passenger Lift/Stair Lift | |

Serviced Accommodation Specific Symbols

- | | | |
|--|--|---|
| <input type="checkbox"/> Evening meals available | <input type="checkbox"/> Restaurant on site | <input type="checkbox"/> Tea/Coffee making facilities |
| <input type="checkbox"/> Guests lounge | <input type="checkbox"/> Special dietary needs catered for | |

Self - Catering Accommodation Specific Symbols

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Gas / Electricity by coin meter | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Freezer | <input type="checkbox"/> Linen hire available | <input type="checkbox"/> Real fire place / stove |
| <input type="checkbox"/> Fridge | <input type="checkbox"/> Linen provided free of charge | <input type="checkbox"/> Washing machine available |

Camping and Caravan Specific Symbols

- | | | |
|--|--|--|
| <input type="checkbox"/> Chemical toilet disposal facilities | <input type="checkbox"/> Gas cylinder exchange or refill | <input type="checkbox"/> Shower on site |
| <input type="checkbox"/> Electric hook-up available | <input type="checkbox"/> Lighting throughout the park | <input type="checkbox"/> Toilets on-site |
| <input type="checkbox"/> Food shop on site/mobile food shop | | |

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Accommodation & 2012 Pricing Details

Please detail the number of rooms / units / pitches you have and your prices for 2012

Serviced Accommodation			
No of Single Rooms of	<input style="width: 100%;" type="text"/>	which are	<input style="width: 100%;" type="text"/> En-suite
No of Double Rooms of	<input style="width: 100%;" type="text"/>	which are	<input style="width: 100%;" type="text"/> En-suite
No of Twin Rooms of	<input style="width: 100%;" type="text"/>	which are	<input style="width: 100%;" type="text"/> En-suite
No of Family Rooms of	<input style="width: 100%;" type="text"/>	which are	<input style="width: 100%;" type="text"/> En-suite
Total No of Rooms	<input style="width: 100%;" type="text"/>		

Please give the price per ROOM per night inc breakfast. If prices don't include breakfast it needs to be noted on your advert.

Single	£	<input style="width: 100%;" type="text"/>	Please tick if these prices are room only <input type="checkbox"/>
Double	£	<input style="width: 100%;" type="text"/>	
Twin	£	<input style="width: 100%;" type="text"/>	
Family	£	<input style="width: 100%;" type="text"/>	
Other	£	<input style="width: 100%;" type="text"/>	

Please specify room type.....

Self Catering	
No of Units (Self Catering)	<input style="width: 100%;" type="text"/>
Unit Type.....	<input style="width: 100%;" type="text"/>
eg cottages, flats, log cabins etc	
Please use the box below if you have another type of self catering accommodation on the same site.	
No of Units (Self Catering)	<input style="width: 100%;" type="text"/>
Unit Type.....	<input style="width: 100%;" type="text"/>
eg cottages, flats, log cabins etc	
No Bedrooms per Unit	<input style="width: 100%;" type="text"/>
2011 Prices Per Unit Per Week: -	<input style="width: 100%;" type="text"/>
.....	

Camping and Caravanning			
	Tents	Caravans	Tourers
No of Pitches	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Electric Hook-Ups	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Caravan & Camping prices Per Pitch Per Night: -	<input style="width: 100%;" type="text"/>		
.....			

Terms and Conditions

- Orders are accepted subject to space being available and on receipt of a SIGNED BOOKING FORM and PAYMENT for the advert / advert series booked.
- The advertiser remains liable for the space booked REGARDLESS OF ANY FAILURE TO SUPPLY COPY OR PHOTOGRAPHS IN ACCORDANCE WITH THESE CONDITIONS.
- The advertiser warrants that the advertisement does not contravene any Act of Parliament or the British Code of Advertising Practice.
- Discover Rutland reserve the right to refuse or cancel any advertising orders or reject any advertising copy without stating any reason.
- Advertisers' property, artwork, transparencies etc are held by Discover Rutland at the advertisers own risk and should be insured against loss or damage from whatever cause.
- It is the advertiser's responsibility to clear copyright on any photographs and/or artwork supplied to Discover Rutland for use in advertising.
- Discover Rutland may edit without consultation any copy which is too long for the advert booked.
- Cancellations after copy deadline are subject to the FULL ADVERT COST (less any agreed discounts).
- Cancellations BEFORE COPY DEADLINES may be subject to a charge of £25+VAT.
- Discover Rutland will not be liable for any loss or damage, consequential or otherwise, occasioned by any error in any advertisement published including any corruption from artwork supplied on disc, late publication, or failure of an advertisement to appear from any cause whatsoever.
- All advertisers are responsible for checking and returning, within the time allowed, the colour proofs which will be provided. Neither Discover Rutland nor its printer can accept responsibility for errors or faulty production not corrected on the proofs by advertisers or their agents.
- Discover Rutland cannot be bound by printed conditions on an order.
- Recognised advertising agents are allowed 10% commission subject to agreement provided all conditions are complied with and our payment terms are adhered to.
- Any personal data entered on your booking form may be held on computer files. We may pass your information on to a third party. Please inform us if you do not wish us to do this.
- Full payment must be made prior to publication. The publishers retain the right to withdraw any advertisement, for which payment has not been received. Should an advert be withdrawn by Discover Rutland for non-payment, the advertiser remains liable for the full advert cost.
- Advert costs include graphic design and two COLOUR PROOFS if required. Any additional proofs will be charged at £25.00+VAT.

Please make cheques payable to Rutland County Council.
Payments are due before the guide goes to print. Please send payment with this booking form to
Discover Rutland, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP

Membership Information

The Discover Rutland Membership costs £80 for the year from 1st September 2011 to 31st August 2012.
Cheques payable to Rutland County Council. For more information on benefits of joining the membership scheme please contact the tourism team on 01572 720921 or email tourism@rutland.gov.uk

I have read the Terms and Conditions of Advertising and by signing below I agree to abide by them.

Signature:.....Print Name:.....Date:.....

IMPORTANT - Please remember to send your booking form along with your payment and any images you would like included in your advert.

Advertising Booking Deadline - 14th October 2011
Delivery - December 2011