

# Things To Do

*(Attractions, Restaurants & Venues)*

Please use this questionnaire to register the details of your “thing to do” for listing on the new Visit Swale website, [www.visit-swale.co.uk](http://www.visit-swale.co.uk) and Swale destination pages of Visit Kent [www.visitkent.co.uk](http://www.visitkent.co.uk) .

Only one “thing to do” per submission.

## Business Contact Details

The details provided in this section are used solely for inclusion in our contact database and for contacting you, should we need to, regarding the information you provide in this survey. This information will not be published on our website.

1.	Contact Name
2.	Business Name
3.	Address
4.	Town
5.	Postcode
6.	Telephone
7.	Email Address
8.	Website Address

## Visitor Information

The following information will be published on the Visit Swale website

<b>9.</b>	<b>Name of Attraction / Venue</b>

<b>10.</b>	<b>Address</b>

<b>11.</b>	<b>Town</b>

<b>12.</b>	<b>Postcode</b>

<b>13.</b>	<b>Within which of the following area would you locate your venue? When browsing the district on our website, this is the section under which your venue will be listed. Select one option only.</b>		
	<input type="checkbox"/>	Faversham	
	<input type="checkbox"/>	Isle of Sheppey	
	<input type="checkbox"/>	Sittingbourne	
	<input type="checkbox"/>	Villages – Rural Swale	

## Visitor Information

<b>14.</b>	<b>Visitor Contact Telephone Number</b>

<b>15.</b>	<b>Visitor Contact Email</b>

<b>16.</b>	<b>Visitor Website</b>

The aim of the Visit Swale website is to drive business to you and so we are offering you the opportunity to link directly to your booking, e-shop or special offers pages

<b>17.</b>	<b>Website URL for booking (this must be your own booking page, or a page on a third party website) - please leave blank if not appropriate:</b>

18.	<b>Website URL for E-Shop (this must be a page on your own site, not your home page) - please leave blank if not appropriate:</b>

19.	<b>Website URL for special offers (this must be a page on your own site which details these offers, not your home page) - please leave blank if not appropriate:</b>

### Venue Classification

The details provided in the following sections are used to categorise your venue within our site and to also apply 'tags' around which your venue can be filtered within searches.

20.	<b>Please indicate the location of your venue:</b>		
	Rural	<input type="checkbox"/>	Coastal
	Urban / Town	<input type="checkbox"/>	City

21.	<b>Are you accredited under the Visitor Attractions Quality Assurance Scheme (VAQAS)?</b>	
	Yes	No

### Venue Classification

Where appropriate, please indicate the categories under which your attraction can be classified. Please only select the options which represent a 'core' function of your venue. You may select more than one category.

22.	<b>Active and Outdoors:</b>	
	Cycling	Fishing
	Walking	Adventure / Adrenaline sports (climbing centres etc)
	Golf	Water activities (boat trips, sailing, surfing, windsurfing etc)
	Beach	Special landscapes (AONB's,)
	Country park	Leisure centre
	Horse-riding	Play centre

23.	<b>Heritage and Gardens:</b>	
	Castle	Self-guided trails
	Historic house / Stately home	Garden
	Abbey / Church / Sacred places	Museum / Themed attractions
	Maritime heritage	Monuments and memorials
	Railways	Windmills / Mills
	Tour / Guided walk	

24.	<b>Arts and Culture:</b>	
	Music venue	Theatre
	Performing arts venue	Nightlife / Casino
	Cinema	Creative activities and breaks
	Gallery	Museum / Themed attractions
	Artist studio	

<b>25.</b>	<b>Food and Drink:</b>		
	Brewery		Afternoon tea
	Vineyard		Local produce
	Restaurant		Cookery courses / Foraging
	Pub / Bar		Farmers market
	Cafe		

<b>26.</b>	<b>Shopping and Wellbeing:</b>		
	Shopping centre		Boutique and independent shopping
	Farmers market		Seasonal markets
	Antique and crafts		Spas and retreats
	Vintage		

<b>27.</b>	<b>Nature and Wildlife:</b>		
	Country park		Wildlife park / Zoo
	Special landscapes / AONB's,		Nature reserve
	Environmental centre		Animal centre / Farm

### Venue Facilities and Services

<b>28.</b>	<b>Please indicate which of the following amenities are available at your venue:</b>		
	Pets welcome		Facilities for visually impaired
	Guided tours		Guide dogs welcome
	Audio tours		Conference / Meeting facilities
	Groups welcome		Free wi-fi
	Coaches welcome		Gift shop
	Disabled access		Baby facilities (e.g. baby changing)
	Disabled toilets		Restaurant / Cafe / Tea shop
	Disabled parking		Plant nursery
	Facilities for hearing impaired		

<b>29.</b>	<b>Please indicate the booking and payment facilities available at your venue:</b>		
	Credit Card accepted	American Express accepted	Euros accepted

<b>30.</b>	<b>Please tick the following that apply to your venue:</b>		
	Accessible by public transport	Free car parking on site	On street parking

<b>31.</b>	<b>Nearest train station:</b>		

### Venue Opening Times

<b>32.</b>	<b>Please indicate which months you are usually open (please select all that apply):</b>		
	January	May	September
	February	June	October
	March	July	November
	April	August	December

33.	<b>Do you open New Years Day?</b>			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

34.	<b>Do you open on May bank holiday?</b>			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

35.	<b>Do you open on August bank holiday?</b>			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

36.	<b>Do you open at Christmas?</b>			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

37.	<b>Do you open at Easter?</b>			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

38.	<b>Please supply a brief summary of your opening times in no more than 50 characters, ie “Open Daily” OR “Open Weekdays” OR “Open daily except Monday”. If you cannot fit all the details here, please also complete the Long description of opening times. This information will display in an “Opening times” box to the right of the description about your property.</b>			

39.	<b>If your opening times do not fit in the “short description” please supply full opening times information. This information will be added to the end of the description about your property. We suggest you also include a link to the opening time information on your own website.</b>			

**Venue Pricing**

Please leave questions blank if not relevant to you

40.	<b>Please tick here if your venue is free entry:</b>		
	<input type="checkbox"/>	Free entry	<input type="checkbox"/>

41.	<b>Adult entry price:</b>		

42.	<b>Child entry price:</b>		

43.	<b>Please specify the age range to which this applies:</b>		

<b>44.</b>	<b>Concession price:</b>

<b>45.</b>	<b>Who qualifies for concession entry (e.g. student, senior etc)?</b>							
	Students		OAPs		Disabled visitors		Other	
	Please specify:							

<b>46.</b>	<b>Group entry price:</b>

<b>47.</b>	<b>Minimum number of people for group rate:</b>

<b>48.</b>	<b>Maximum number of people for group rate:</b>

<b>49.</b>	<b>Website URL for entry prices (this must be a page on your own site which details these prices, not your home page):</b>

**Venue Description**

**Standard entries (free as part of new website launch)**

<b>50.</b>	<b>Please provide a short description of your attraction of no more than 150 words for the main detail page. This is your opportunity to promote the main highlights of your attraction. Think about the key words that you use as these will be picked up by the search engine.</b>

As part of your standard entry on the website your detail page will display up to 2 images in a media gallery. Please could you email your images and video through to [tourismsupport@swale.gov.uk](mailto:tourismsupport@swale.gov.uk) stating clearly in the subject line of the email "Visit Swale website image for {insert name of property / attraction}"

## Terms and Conditions

This questionnaire is your way of telling Tourist Boards, Local Councils and Visit Britain about your tourism product or service and of being part of their promotional activities for the coming year. The information you provide may be published by the tourism promoters or may be used by Tourist Information Centres for helping with enquiries. Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications. By submitting your information you agree to the sharing of your information in this manner.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

By submitting this data you declare that you have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act From Unfair Trading Regulations 2008.

51.	I confirm that in return for my listing, I will provide a link to <a href="http://www.visit-swale.co.uk">www.visit-swale.co.uk</a> on my own site
	<i>Please tick here</i>

It is your responsibility to inform Visit Swale of any changes to your event so that we can ensure your product is accurately and correctly communicated to the customer.

Please email [tourismsupport@swale.gov.uk](mailto:tourismsupport@swale.gov.uk) with any requests or call 01795 417399 for guidance.

Postal enquiries to be sent to: Tourism Support, Swale House, East Street, Sittingbourne, Kent. ME10 3HT

Thank you for completing our form.

Please now return it by email to [tourismsupport@swale.gov.uk](mailto:tourismsupport@swale.gov.uk) together with your photographs.