

Food and Drink Establishments

Please fill in details for primary contact for the business. This information will be used for correspondence and invoicing.

Listing Administration Contact Details:

Name of Business	
Contact Name	
Contact Address	
Postcode	
Contact Telephone	
Contact Email	

Please Note:

This form is your way of updating your information on the local and regional tourism database. Completing and returning this form will ensure that we have up to date information about your business for use in promotional activities. It will cost you nothing other than a few moments of your time.

IMPORTANT - You must read the Code of Conduct, tick the data protection boxes and sign the declaration at the end of the questionnaire or we will be unable to use the information provided to promote your business.

[Data Sharing and Distribution Policy](#). As part of the processing the organisations may contact your business about your use of Extranet, updating your entry on the organisations' websites and publications.

You can view the Colchester Borough Council / Visit Colchester [Data Protection Policy](#).

Business Contact Details:

Business Name	
Property Address	
Post Code	
Telephone (for public use)	
Email (for public use)	
Web	
Business Type	

Please complete all the sections relevant to your business on the following pages.

Business Description, Information and Facilities:

Description:

Short Description (750 characters maximum):

Opening Days and Times:

- Monday:
- Tuesday:
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Facilities (select all that apply):

<input type="checkbox"/>	Disabled access	<input type="checkbox"/>	Disabled toilets	<input type="checkbox"/>	Facilities for hearing impaired	<input type="checkbox"/>	Facilities for visually impaired
<input type="checkbox"/>	Wheelchairs available	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Cash accepted	<input type="checkbox"/>		<input type="checkbox"/>	Credit cards accepted (no fee)	<input type="checkbox"/>	Credit cards accepted (with charge)
<input type="checkbox"/>	Breakfast available	<input type="checkbox"/>	Evening meals	<input type="checkbox"/>	Picnic site	<input type="checkbox"/>	Special diets available
<input type="checkbox"/>	Vegetarian diet available	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Baby changing facilities	<input type="checkbox"/>	Children welcome	<input type="checkbox"/>	Children's indoor play area	<input type="checkbox"/>	Children's outdoor play area
<input type="checkbox"/>	Education/study area	<input type="checkbox"/>	Facilities for educational visits	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Accepts groups	<input type="checkbox"/>	Coach parties accepted	<input type="checkbox"/>	Facilities for groups	<input type="checkbox"/>	Guided tours for groups
<input type="checkbox"/>	French signs / guides	<input type="checkbox"/>	German signs / guides	<input type="checkbox"/>	Italian signs / guides	<input type="checkbox"/>	Spanish signs / guides
<input type="checkbox"/>	Air conditioning	<input type="checkbox"/>	Bar area	<input type="checkbox"/>	Wedding receptions	<input type="checkbox"/>	
<input type="checkbox"/>	Free Parking	<input type="checkbox"/>	Parking with charge	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Afternoon tea	<input type="checkbox"/>	Beer garden	<input type="checkbox"/>	Carvery available Children's menu	<input type="checkbox"/>	Locally sourced produce
<input type="checkbox"/>	Serve lunch	<input type="checkbox"/>	Take away service	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Dogs accepted	<input type="checkbox"/>	Dogs not accepted (except guidedogs)	<input type="checkbox"/>	Gift shop	<input type="checkbox"/>	Passenger lift
<input type="checkbox"/>	Smoking not allowed	<input type="checkbox"/>		<input type="checkbox"/>	Public toilets	<input type="checkbox"/>	Smoking allowed
<input type="checkbox"/>	WiFi or internet access	<input type="checkbox"/>	Free WiFi	<input type="checkbox"/>		<input type="checkbox"/>	

COVID-19 Response (select all that apply):

<input type="checkbox"/>	1m distancing in place	<input type="checkbox"/>	2m distancing in place	<input type="checkbox"/>	Advance booking essential	<input type="checkbox"/>	All linens sanitized in high-temperature wash
<input type="checkbox"/>	Capacity limit	<input type="checkbox"/>	Clear signage	<input type="checkbox"/>	Click and collect	<input type="checkbox"/>	Contactless payment only
<input type="checkbox"/>	Contactless payment possible	<input type="checkbox"/>	COVID-19 measures in place	<input type="checkbox"/>	Currently closed	<input type="checkbox"/>	Deep cleaning between visitors
<input type="checkbox"/>	Delivery available	<input type="checkbox"/>	Delivery only	<input type="checkbox"/>	Face mask essential (not provided)	<input type="checkbox"/>	Face mask essential (provided)
<input type="checkbox"/>	Face masks available for visitors	<input type="checkbox"/>	Face masks required for staff in public areas	<input type="checkbox"/>	Facilities must be booked	<input type="checkbox"/>	Floors clearly marked for social distancing
<input type="checkbox"/>	Food available during COVID-19 restrictions	<input type="checkbox"/>	Hand sanitizer available to visitors & staff	<input type="checkbox"/>	Hygiene screens in place	<input type="checkbox"/>	One way system
<input type="checkbox"/>	Online booking only	<input type="checkbox"/>	Online booking possible	<input type="checkbox"/>	Online ordering available	<input type="checkbox"/>	Online ordering only
<input type="checkbox"/>	Outside seating	<input type="checkbox"/>	Pets welcome during COVID-19 restrictions	<input type="checkbox"/>	Queuing system	<input type="checkbox"/>	Regular temperature checks for staff
<input type="checkbox"/>	Regularly sanitised high-traffic areas	<input type="checkbox"/>	Socially distanced spaced seating	<input type="checkbox"/>	Staff required to regularly wash hands	<input type="checkbox"/>	Takeaway available
<input type="checkbox"/>	Takeaway only	<input type="checkbox"/>	Temperature checks for visitors	<input type="checkbox"/>	Time limited visits	<input type="checkbox"/>	Touch-free toilet facilities
<input type="checkbox"/>	Virtual menus	<input type="checkbox"/>	Virtual queuing system	<input type="checkbox"/>		<input type="checkbox"/>	

Image Request

At least one image should be supplied with the information provided; this could be used in a variety of media including, but not limited to, multiple websites, brochures or leaflets. All images should be supplied in digital format ie jpeg 400 pixels - suitable for general use.

Declaration

1. I/we warrant that the information provided is true and accurate and if published will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.
2. I/we warrant that each image which I/we have supplied may be used by national and regional tourist boards, enjoyengland.com and Tourist Information Centre and that, where relevant, the consent of any individual featured in an image has been obtained for such use. In addition I/we agree that the image may be supplied to other carefully selected third parties for tourism-related purposes.
3. I/we accept that it cannot be guaranteed that the image and/or text supplied will be published or used in either the form submitted or at all.
4. I/We warrant that I/we are authorized to supply the image and that it does not infringe any existing copyright or other intellectual property right. We further warrant that the image is accurate and if published, will not constitute an offence under the Trade Descriptions Act 1968, the Consumer Protection Act 1987 or breach any codes of practice relating to advertising or sales promotion.
5. I/We undertake to indemnify local, national and regional tourist organisations and any third parties to whom the image is supplied against any loss, damage or proceedings arising from breach of these warranties.

Photo Caption (Maximum 10 words in block capitals please)

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Declaration

Signed	
Name (in block capitals)	
Position	
Date (DD-MM-YYYY)	

LEGAL STATEMENT FOR SUBMISSION OF INFORMATION TO TOURISM PROMOTERS

Code of Conduct

Only those establishments that agree to use their best endeavours to meet the following requirements may be eligible to participate in marketing and publishing activities undertaken by local tourism organisations and Area Tourism Partnerships:

- To fulfil all appropriate statutory obligations.
- To have Public Liability Insurance.
- To maintain their buildings, their fixtures, furnishings, fittings and decor in sound and clean condition and fit for the purposes intended.
- To observe the following Code of Conduct:
 1. To ensure high standards of courtesy and cleanliness, catering and service appropriate to the type of establishment.
 2. To describe fairly to all visitors and prospective visitors the amenities, facilities and services provided by the establishment, whether by advertisement, brochure, word of mouth or any other means. To allow visitors to see accommodation, if requested, before booking.
 3. To make clear to visitors exactly what is included in all prices quoted for accommodation, meals and refreshments, including service charges, taxes and other surcharges. Details of charges, if any, for heating or for additional services or facilities available should also be made clear.
 4. To adhere to, and not to exceed, prices current at time of occupation for accommodation or other services.
 5. To give each visitor, on request, details of payments due and a receipt, if required.
 6. To deal promptly and courteously with all enquiries, requests, reservations, correspondence and complaints from visitors.
 7. To allow a representative reasonable access to the establishment on request, to confirm that the Code of Conduct is being observed.

Data Protection

<input type="checkbox"/>	I understand that the information I have provided within this questionnaire may be used for the selected purposes outlined below:
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Contact information will be used by your local tourism organisation and their tourism partners to contact me on a regular basis to ensure that address and contact records are accurate (including by phone, sms, email, post or fax). The information provided within the questionnaire will be processed for use in the web system for the purpose of advertising your business to a wide potential customer base and to service enquiries from the public and third parties.

Your local tourism organisation and their tourism partners may use the descriptive information to identify gaps in products and services available to customers, developing existing services, and for market research purposes. The information you provide may also be processed for inclusion in tourism publications and websites; statistical analysis; the promotion and sale of tourism services; customer service; administration monitoring; tracking and recording participation in projects and publications.

The information held within the DMS system will be made available to registered users and other users as specified above through password enabled web access. The full details provided in your questionnaire are accessible only by your local tourism organisation, their tourism partners and yourselves.

	I agree that my local tourism organisation and their tourism partners as specified above will use my contact information for marketing purposes: this may include receiving information about new services, initiatives or events that may be of interest; targeting offers, promotions, services and other events to businesses and notification of changes to our services (locally and nationally) or our database (including by phone, sms, email, post or fax).
	I agree that my local tourism organisation may pass my contact information to carefully selected third parties involved in the marketing of goods and services in order to: a) contact me about their products and services that may be of interest and b) include my information at their discretion in tourism related publications and websites for the purposes of providing potential additional customers and sales activity.

Your local tourism organisation and the tourism partners set out in the data protection statement (hereafter "the tourism promoters") do not guarantee that the information supplied by your organisation (hereafter "you") in the questionnaire will be published or used in the form that you have submitted, or at all. If your information is used, the tourism promoters will make every reasonable effort to ensure accuracy but will not accept liability of any kind arising from, or in connection with, the use or publication of the information either by themselves or third parties, including as a result of any error or omission on the part of the tourism promoters.

The tourism promoters expressly reserve the right, in their absolute discretion, to refuse or withdraw your eligibility to participate in any of their marketing or publishing activities. In consideration for any decision by the tourism promoters to allow your participation in any of their marketing and / or publishing activities, you agree to comply fully with all of the requirements listed in this document under the Code of Conduct.

By signing below, you warrant that the information you have provided is true and accurate and, if published, will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987. Your signature also constitutes agreement to indemnify the tourism promoters against any and all liability, loss, damage, costs and expenses which the tourism promoters may suffer as a result of a third party alleging that the tourism promoter's use of any information provided by you constitutes an infringement of that third party's intellectual property rights.

I/We have read the above statement and hereby confirm that I/we understand and accept the conditions therein.

Signed	
Name (in block capitals)	
Position	
Date (DD-MM-YYYY)	