

Newport News Tourism Development Office

Hotel Information Form

Hotel Name*: _____ Telephone*: (757) _____

Hotel Address*: _____ Toll Free: _____

City: Newport News State: VA Zip*: _____ I-64 Exit #: _____ Fax: (757) _____

Web Site*: _____ Online Booking URL: _____

Date Opened (month/year): _____ Date of Last Renovation (month/year): _____

Check-in Time*: _____ Check-out Time*: _____

Hotel Room Numbers*

of Rooms w/ 2 Beds _____ + # of Rooms w/King Beds _____ + # of Suites _____ = Total Number of Rooms _____

Hotel Room Rate Information

Range/Rates for January-December*: _____

Discounted Rates Available: AAA _____ AARP _____ Corporate _____ Government _____ Military _____
(please check all that apply)

Hotel Rating Information

We will use the current online listings at AAA.com for your AAA rating. If your property is not currently listed, or if there has been a change in your rating, you must attach a copy of your rating letter from AAA with this form in order for us to add or change your rating.

Hotel Amenities and Services Offered (please check all that apply)

<input type="checkbox"/> Business Center	<input type="checkbox"/> Daily Maid Service*	<input type="checkbox"/> Coffee Maker
<input type="checkbox"/> Common Area Wi-Fi Access	<input type="checkbox"/> Continental Breakfast	<input type="checkbox"/> Microwave
<input type="checkbox"/> In-room Wi-Fi Access	<input type="checkbox"/> Free Parking	<input type="checkbox"/> Mini-fridge
<input type="checkbox"/> In-room Internet Access	<input type="checkbox"/> Health Spa/Fitness Center	<input type="checkbox"/> Indoor Pool
<input type="checkbox"/> Interior Corridor Rooms	<input type="checkbox"/> Iron/Ironing Board	<input type="checkbox"/> Outdoor Pool
<input type="checkbox"/> Exterior Corridor Rooms	<input type="checkbox"/> Laundry Facilities on Site	<input type="checkbox"/> Hair Dryer
<input type="checkbox"/> Non-smoking Rooms	<input type="checkbox"/> Lounge	<input type="checkbox"/> Off-site Catering
<input type="checkbox"/> Pets Allowed	<input type="checkbox"/> Restaurant at Hotel	<input type="checkbox"/> Restaurant in Walking Distance
<input type="checkbox"/> Shuttle Service	<input type="checkbox"/> Room Service/Delivery Available	<input type="checkbox"/> Approved Health Inspection*
<input type="checkbox"/> Laundry Service*	<input type="checkbox"/> Other (please specify): _____	

of Rooms w/Kitchenettes: _____ # of Rooms w/Full Kitchens: _____ Meeting Rooms Available Y__N__
(must include sink, microwave & mini-fridge) (must include sink, microwave, full-size fridge, cook top, utensils, dishes & toaster)

Are you currently a member of the Newport News Hospitality Association (NNHA)? Yes: _____ No: _____

General Manager

Name (please print)*: _____ E-mail*: _____

Telephone*: (757) _____

Name of person completing this form* (please print): _____

Title: _____ E-mail Address: _____ Telephone: (757) _____

Authorized Signature*: _____ Date: _____

PLEASE NOTE: All fields marked with an asterisk (*) are required for inclusion in any NNTDO marketing materials. By signing this document, I acknowledge that the information provided is accurate and subject to verification by the Newport News Tourism Development Office before inclusion.

(Over)

EXCLUSIVE NEWPORT NEWS HOSPITALITY ASSOCIATION BENEFIT


Current members of the NNHA are entitled to a 150 word (maximum) description and two images, one exterior and one interior, of their property posted on the NNTDO website. If you are a current member of the NNHA, please provide a description of your hotel, amenities and services on the attached form. Submissions may be edited for style, consistency, etc. Images should be at least 5" x 7" at 300 dpi. E-mail images to Jared Midkiff at jmidkiff@nngov.com or mail a CD to the Newport News Tourism Development Office at 700 Town Center Drive, Suite 320, Newport News, VA 23606.

Accessibility Criteria

Name of Hotel: _____

Address: _____

City: Newport News State: VA Zip Code: _____

Following are the standards that your hotel must meet in order to receive the international symbol for accessibility  next to your listing on the Newport News Tourism Development Office website and in all applicable NNTDO publications.


1. ACCESSIBLE ENTRANCE: Persons with disabilities should be able to arrive on the site, approach the building and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including persons with disabilities. There must be a stable, firm and slip-resistant path of travel (other than the service entrance) that does not require the use of stairs and that is at least 36 inches wide.

2. ACCESS TO GOODS AND SERVICES: Ideally, the layout of the building should allow persons with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.

3. USABILITY OF RESTROOMS: When rest rooms are open to the public, they should be accessible to people with disabilities. Closing a rest room that is currently open to the public is not an allowable option. If rest rooms are available to the public, at least one rest room (either one for each sex or unisex) must be fully accessible and provide adequate maneuvering space for a person using a wheelchair. In the accessible stall(s), there must be grab bars behind and on the side wall nearest to the toilet. The toilet must have a raised seat 17 to 19 inches high.

4. PARKING AND DROP-OFF AREAS: There must be an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle). For guidance in determining the appropriate number to designate, the table below gives ADA Accessibility Guidelines.

<u>Total Spaces</u>	<u>Accessible</u>	<u>Total Spaces</u>	<u>Accessible</u>	<u>Total Spaces</u>	<u>Accessible</u>
1 to 25	1 space	101 to 150	5 spaces	401 to 500	9 spaces
26 to 50	2 spaces	151 to 200	6 spaces	501 to 1,000	2% of total
51 to 75	3 spaces	201 to 300	7 spaces	1,001 & over	20 plus 1 for each
76 to 100	4 spaces	301 to 400	8 spaces		100 over 1,000

I certify that my facility meets all of the criteria listed above in items one through four. I would, therefore, like to have the international symbol for accessibility  placed next to my listing on the Newport News Tourism Development Office website and in all applicable NNTDO publications (We will be unable to list an accessibility symbol for your property without a signature.)

Signature: _____

Name (please print): _____

Title: _____ Date: _____

Fax to 757-926-1441

**Mail to Newport News Tourism Development Office
Fountain Plaza Two, 700 Town Center Drive, Suite 320
Newport News, VA 23606**

Please retain a copy for your records.

Newport News Tourism Development Office

Hotel Website Information Form

Hotel Description: (maximum of 150 words; all descriptions are subject to editing)

**You can also e-mail your description to tourism-promotions@nngov.com.
Please keep a copy for your records.**