

# Newport News Tourism

## 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"/> Indoor Pool                             | <input type="checkbox"/> Pets Allowed               |
| <input type="checkbox"/> Common Area Wi-Fi Access    | <input type="checkbox"/> Outdoor Pool                            | <input type="checkbox"/> Free Parking               |
| <input type="checkbox"/> In-room Wi-Fi Access        | <input type="checkbox"/> Health Spa/Fitness Center               | <input type="checkbox"/> Microwave                  |
| <input type="checkbox"/> In-room Internet Access     | <input type="checkbox"/> Off-site Catering                       | <input type="checkbox"/> Mini-fridge                |
| <input type="checkbox"/> Interior Corridor Rooms     | <input type="checkbox"/> Lounge                                  | <input type="checkbox"/> Coffee Maker               |
| <input type="checkbox"/> Exterior Corridor Rooms     | <input type="checkbox"/> Restaurant at Hotel                     | <input type="checkbox"/> Hair Dryer                 |
| <input type="checkbox"/> Non-smoking Rooms           | <input type="checkbox"/> Restaurant in Walking Distance          | <input type="checkbox"/> Laundry Facilities on Site |
| <input type="checkbox"/> Shuttle Service             | <input type="checkbox"/> Room Service/Delivery Available         | <input type="checkbox"/> Laundry Service*           |
| <input type="checkbox"/> Daily Maid Service*         | <input type="checkbox"/> Complimentary Breakfast: Yes ___ No ___ |   |
| <input type="checkbox"/> Approved Health Inspection* | <input type="checkbox"/> If Yes, ___ Continental or ___ Hot      |   |

\_\_\_ Other (please specify): \_\_\_\_\_

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

Meeting Rooms Available Y\_\_N\_\_ Maximum Meeting Room Capacity \_\_\_\_\_

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 NNT marketing materials. By signing this document, I acknowledge that the information provided is accurate and subject to verification by the Newport News Tourism 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 NNT website and the Newport News Group Planner. 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 Bree Bever at [bbever@nnva.gov](mailto:bbever@nnva.gov) or mail a CD to the Newport News Tourism at 702 Town Center Drive, 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 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 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: \_\_\_\_\_

**Email to: [Rebecca Cutchins \(rcutchins@nnva.gov\)](mailto:rcutchins@nnva.gov) Fax to  
757-926-1441 Mail to: Newport News Tourism  
702 Town Center Drive  
Newport News, VA 23606  
Please retain a copy for your records.**

# Newport News Tourism Hotel Website Information Form

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

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**Please keep a copy for your records.**