



HOSTED ACCOMODATION INFORMATION PACKAGE

www.hospitalityplus.co.nz



Your invitation to join the family

Hospitality Plus NZ Ltd is one of New Zealand's leading providers of "Hosted Accommodation Services". Our point of difference is we offer personalised services to our hosts and agents.

Establishing a relationship with Hospitality Plus NZ will allow you to be in the forefront of some of New Zealand's leading tour operators. You will enjoy the opportunity to meet travellers from all over the world.

Hospitality Plus delivers quality services to their clients by recruiting quality hosts. With our extensive tourism industry knowledge and quality hosts our clients experience the best New Zealand has to offer.

What our Hosts think of us:

"We enjoy doing business with Hospitality Plus as we find them well organised and efficient. Sharon is very experienced in the travel industry and enthusiastic about making the business a success"

Garry & Raewyn, Vatisker House Queenstown

"We love that your bookings are made well in advance, so we can plan our next holidays! We get to meet travellers from all over the world not predominantly one country."

Numerous Hosts

New Zealand is known for it's friendly people. Our hosts provide travellers with true Kiwi hospitality, something Hospitality Plus prides itself on.

We look forward to welcoming you onboard!



Application form

Property Name: _____ (If applicable)

Host Surname: _____

Host _____ Occupation: _____

Hostess _____ Occupation: _____
(If retired please state retired and give former occupation)

Residential address: _____

Postal address (if different): _____

Phone: (___) _____ Mobile: (___) _____

Email Address: _____

GST Registered: Yes No GST Number: _____

WHICH TYPE OF ACCOMODATION ARE YOU?

BED & BREAKFAST:

A small owner-operated home accommodation with separate/private guest living and dining areas. "Purpose Built"

YES NO

HOMESTAY:

A Bed & Breakfast where you share the family's living area

YES NO

FARMSTAY:

Country accommodation located on a working farm. The size of the farm will vary. The number and type of farm animals can vary.

YES NO

COUNTRYSTAY:

Country accommodation located in the country surrounded by farms and nature. The size of the country stay will vary but the main source of income is not farming.

YES NO

GUEST BEDROOMS specify number and size of each bed (e.g. king/queen/twin/single etc.)

Bedroom 1: _____ Bathroom: _____

Bedroom 2: _____ Bathroom: _____

Bedroom 3: _____ Bathroom: _____

Bedroom 4: _____ Bathroom: _____

Bedroom 5: _____ Bathroom: _____

Please indicate the BATHROOM option available for each room (ensuite/private/guest share etc.)

LIVING AREA:

BREAKFAST AREA:

Private Living Area: YES NO

Private Area: YES NO

Shared Living Area: YES NO

Shared Area: YES NO

Description of home/property (style of home, garden, any special features):

Hobbies/Family Interests:

Pets (please specify what type, do they come inside the house?)

Description of farm (size, type of farming, any special features):

What time of year is the busiest on your farm and why?

TOURISM & TRAVEL INFORMATION:

Local attractions:

Nearest city: _____

Distance in kilometres: _____

Nearest town: _____

Distance in kilometres: _____

DIRECTIONS IN WORDS: (please also supply clear sketch map on the following page)

From north:

From south:

Directions (Map):

Do you belong to any other Homestay or B&B organisations? Please list:

(This may enable us to send you guests before we have personally inspected your property)

I understand the details supplied in this form may be used by Hospitality Plus for marketing purposes and I have read the Host Information.

Signed: _____

Date: _____

Host Information

- * Bookings are made by Hospitality Plus NZ Ltd by email and followed up with a telephone call if an urgent response is needed. Tourwriter (reservation system) generates a booking ID of four numbers for each booking which will be your reference number.
- * All bookings must be confirmed back the same day. If you are not able to accommodate the guests please reply by saying you are not available.
- * If you are GST registered you need to send Hospitality Plus NZ Ltd an invoice. If you are not GST registered or do not wish to invoice us please sign the enclosed "Buyer Created Invoice" consent form.
- * All Free Independent Travellers (FIT) is self-drive. They should arrive after 3.00pm and depart before 10.00am. Dinner, bed & breakfast (DBB) bookings need to arrive by 6.00pm or ring the host if running late. Agents are advised with confirmation of each booking.
- * Guest may hand you an agent's voucher, which is to be forwarded to us (not to the agent). Nothing else is required from the guests.
- * Payment is by direct credit (please ensure your bank account details are provided).
- * Terms of payment are 20th of month following booking. Alternatively, payment will be made as soon as payment is received from client.
- * If a booking is cancelled in less than 24 hours or the guests do not show, you will be paid in full for the first night of their booking.
- * All Hospitality Plus information sheets specify NO SMOKING INSIDE. Please let us know if this does not apply at your property.
- * A recent photo of your property would be appreciated.
- * Health & Safety is important in any business environment. Enclosed is our Health & Safety Form for you to complete, sign and return to us. Not all points will be relevant to you, just tick the appropriate boxes.
- * Please ensure you have answered every question. Read and sign the enclosed rates form, return it to us and retain a copy for your records.

Buyer Created Invoice Agreement

BUYER CREATED INVOICE - AGREEMENT FORM

PROPERTY NAME: _____

FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

_____ TOWN / CITY: _____

TELEPHONE: _____ MOBILE: _____

IRD NUMBER: _____

OR

GST REGISTERED: YES NO GST NUMBER: _____

Supplier rates are negotiated between Hospitality Plus NZ Ltd and the Inbound Tours Operators.

As hosts we/I agree to the rates negotiated prior to the commencement of service provided.

We/I give Hospitality Plus NZ Ltd authority to issue Buyer-Created Invoices.

Signature: _____

Name: _____

Date: _____

Health & Safety Checklist

	BUILDING STANDARDS & DOCUMENTATION	YES	NO	N/A
1	Does the property comply with all local laws and regulations of New Zealand?			
2	Is a Code of Compliance present?			
3	Region specific permits for buildings and pools are present?			
	FIRE & HEATING SAFETY			
4	Does the property possess a valid fire certificate (or equivalent)?			
5	Does your property have an electric fire alarm?			
6	Annual maintenance check of fire alarms?			
7	Are there smoke/heat detectors in the guests bedrooms?			
8	Are there smoke/heat detectors in the corridors?			
9	Annual maintenance checks of smoke alarms?			
10	How many fire extinguishers do you have in your property?			
11	Annual maintenance checks of fire extinguishers?			
12	Does the property provide central heating & hot water through a central boiler or individual water heaters / boilers?			
13	What fuel is used for water heating? Gas, Electric, Solar, Other			
14	What fuel is used for room heating? Gas, Electric, Solar, Other			
	STAIRS			
15	Number of floors (including ground)			
16	How many stairways (including emergency stairs)?			
17	Banisters and handrails are at least 90 cm high?			
18	Banister is well attached and intact?			
19	Sufficient and uniform lighting, so that all of the steps and banisters can be seen			
	GLASS			
20	All glass surfaces are they shatter-proof?			
21	Are transparent doors and windows marked with several stickers at approximately 80cm height?			
	KITCHEN & COOKING			
22	Guests are not allowed to cook in host's kitchen			
23	Serving of alcoholic beverages is not permitted to under 18 years old			
24	AUIP students is not be offered alcohol beverages during their stay.			
	SWIMMING POOL & OUTDOORS			
25	Swimming Pool meets minimum NZ safety standards			
26	Bottom of pool is visible, pool area is secure, pool is clear of any risks.			
27	Different water depth is clearly marked			
28	Balcony balustrades meet height of 1 metre and gaps between railings is maximum 10 millimetres.			
29	Outdoor area is sufficiently lit.			
30	Outdoor decorative objects firmly fixed.			

Health & Safety Checklist (cont.)

SECURITY				
31	Hosting students 16 years and young, have you been police vetted?			
	Yes, provide date last police vetted?			
	No, please confirm that you are willing to be police vetted?			
32	AUIP hosts need to have a police clearance? Department of Justice performs police checks complimentary, takes up to 20 working days.			
INSURANCE				
33	Does the property have Public Liability Insurance to the value of \$1,000,000?			
	Yes, include copy for Hospitality Plus records			
	No, Hospitality Plus offers hosts the opportunity to opt in on a group policy which is renewed 01 November annually. Are you interested?			
34	Does your insurance cover transporting guests to and from the pick up point?			
ADDITIONAL INFORMATION				

Please sign and return to Hospitality Plus to allow us to process your application.

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____