

**NEW YORK STATE TOURISM FACILITY DATABASE: GROUP TRAVEL SERVICES FORM (1 of 1)**

**REGION:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

Complete all areas or indicate N/A (not applicable) as appropriate. **Bolded** sections indicate a mandatory field (\*as available –email; URL). Please return completed form to your regional Tourism Promotion Agent's office.

**PROPERTY NAME:** \_\_\_\_\_

**SITE ADDR1:** \_\_\_\_\_

**SITE ADDR2:** \_\_\_\_\_

**SITE CITY:** \_\_\_\_\_

SITE STATE: NY **SITE ZIP:** \_\_\_\_\_

MAIL ADDR1: \_\_\_\_\_

MAIL ADDR2: \_\_\_\_\_

MAIL CITY: \_\_\_\_\_

MAIL STATE: \_\_\_\_\_ MAIL ZIP: \_\_\_\_\_

**MAIN PHONE:** (\_\_\_\_) \_\_\_\_\_

SECONDARY PHONE: (\_\_\_\_) \_\_\_\_\_

TOLL FREE #1: (\_\_\_\_) \_\_\_\_\_

TOLL FREE #2: (\_\_\_\_) \_\_\_\_\_

FAX #: (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**URL:** \_\_\_\_\_

**DESCRIPTION:** (Limit to 250 characters)

**GROUP CONTACT NAME:** \_\_\_\_\_

GROUP CONTACT EMAIL: \_\_\_\_\_

**Wheelchair Access:** YES \_\_\_ NO \_\_\_

√ **CHECK-OFF CATEGORY(IES):**

**Transportation**

- Airports
- Buses (Scheduled Service)
- Canal System
- Ferries
- Passenger Railroads
- Toll Bridges/Tunnels

**Convention Centers**

**Motorcoach Companies**

**Tour Operators & Special Services**

√ **INDICATE RELEVANT SERVICES:**

**Group Services**

- Group complimentary policy
- Group reservations required
- Company credit available
- Motorcoach repair service
- Dumping
- Emergency coaches available
- Emergency road service
- Exclusive group entrance
- Exclusive group gathering area
- Group greeting/orientation

**Motorcoach Service**

- Exterior Washing
- Fuel
- Inside Parking
- Interior Cleaning
- Lavatory Service
- Motorcoach hire
- Outside Parking
- Receptive Services
- Relief Drivers
- Towing
- UMA Credit Card Accepted

**Special Service(s) Offered**

- Air/Helicopter Tours
- Boat Tours
- Motorcoach Tours
- Custom Tours/Guide Services
- Group Ski Tours
- Photo Services
- Receptive Services-Domestic
- Receptive Services-International
- Theater Ticket Services
- Sports Ticket Services
- Sightseeing

**Additional Group/Trade Services:**

**Discounts & Rates**

- Children Free or Discounted
- Group Rates/Incentives/Packages
- Senior Citizens Discount Rates

√ **Hours of Operation:**

Open Weekdays: YES \_\_\_ NO \_\_\_

Open Weekends: YES \_\_\_ NO \_\_\_

√ **Off** \_\_\_ AM &/or \_\_\_ PM

√ **Major Credit Cards Accepted:** YES \_\_\_ NO \_\_\_

**SEASON:**

√ Open Year-Round: YES \_\_\_ NO \_\_\_

OR

**Opens When -Month:** \_\_\_\_\_

**Closes When -Month:** \_\_\_\_\_