

HANDY TIP: IT IS MUCH EASIER TO COMPLETE THE FORM IF IT IS FILLED OUT ON A DAILY BASIS BY SIMPLY ENTERING HOW MANY ROOMS YOU HAVE OCCUPIED, HOW MANY PEOPLE HAVE ARRIVED AND THE TOTAL NUMBER OF PEOPLE WHO YOU HAVE STAYING WITH YOU THAT NIGHT.

If you have had no guests for the month this can be indicated on the summary sheet on the back page rather than filling out the form

Insert the number of rooms and bed-spaces that you have available each day

Insert the number of bedrooms which are occupied each day

Insert here the number of people you have **arriving** each day. This is the number of people who are **checking in** each day and if possible where these people are from.

Insert here the number of **guests** you have each night. This is the **total number of people who you have staying that night**. It includes arrivals on that day and also others who have arrived on previous days but remain as guests. If possible provide where these guests are from.

1 DAY	2 TOTAL NO. BEDROOMS AVAILABLE	3 TOTAL NO. BEDSPACES AVAILABLE	4 TOTAL NO. BEDROOMS OCCUPIED	5 TOTAL NO. ARRIVALS	6 NO. OF ARRIVALS FROM:						12 TOTAL NO. OVERNIGHT GUESTS	13 NO. OF GUESTS FROM:			15			
					7 Northern Ireland	8 Great Britain	9 Republic of Ireland	10 Europe	11 USA & Canada	Other		13 Northern Ireland	14 Great Britain	Rest of World				
1																		
2	6	12	1	2	2	0	0	0	0	0	0	2	2	0	0			
3	6	12	1	0	0	0	0	0	0	0	0	2	2	0	0			
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TOTALS																		

Sample

EXAMPLE These 2 people arrived from Northern Ireland on the 2nd. They count as 2 Arrivals however they have stayed for 2 nights therefore they are entered as guests on both the 2nd and the 3rd.

N.B. Please indicate any nights during the month that you were closed

You can indicate any days you are closed by simply stating 'closed' in the room's available column

If it is too time consuming it is not necessary for you to total up the columns as we can do this when the form is returned