

## YVDC BOOKEASY MEMBERSHIP AGREEMENT 2009-2010

<b>BUSINESS/TRADING NAME</b>		
<b>CONTACT NAME</b>		
<b>ABN NUMBER</b>	<b>GST REGISTERED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>PUBLIC LIABILITY LEVEL</b>	\$	
<b>EMAIL 1</b> (Will be used on website)		
<b>EMAIL 2</b>		
<b>EMAIL 3</b>		
<b>WEBSITE</b>		
<b>PHONE NUMBER</b>	<b>FAX NUMBER:</b>	
<b>MOBILE NUMBER</b>		
<b>POSTAL / BILLING ADDRESS</b>		
<b>BUSINESS LOCATION</b>	Street Address (must include street number)	Town
This will be used as the Google Map Reference where applicable		

**MEMBERSHIP LEVEL** Please  the appropriate  to indicate your chosen level of Membership

	LEVEL	\$	DESCRIPTION
<input type="checkbox"/>	<b>Accommodation and Tour Provider Supporter</b>	<b>\$250.00 +10% room bookings</b>	This level is designed for accommodation providers with bookable product and tour providers with bookable product. Contact us to discuss this option.
<input type="checkbox"/>	<b>General Business Supporter</b>	<b>\$120.00</b>	<i>Not available to accommodation providers.</i> This level is designed for businesses who would like their own page/s with text, images and full contact details including their website.
<input type="checkbox"/>	<b>Non Profit and Individual Supporter</b>	<b>\$50.00</b>	This level is designed for the local Museums / non-profit organisations and those organisations run by Volunteers.

**NB: Commission Is Payable On All Product Booked Through Bookeasy**

All levels of membership offer the same YVDC Membership Benefits. Please take time to read the attached Terms and Conditions to ensure that you will receive maximum advantage for your business.

I have read & agree to the Terms & Conditions on the following page:	<b>Name:</b>	<b>Date:</b>
	<b>Signed:</b>	

## **TERMS & CONDITIONS**

### **1. Promotional Material**

- a. Members with [www.yassvalley.com.au](http://www.yassvalley.com.au) are encouraged to supply the Yass Valley Visitor Information Centre with promotional material to support their web presence.
- b. YVDC and Yass Valley Council reserve the right to reject any promotional material deemed unsuitable for display in its Visitor Information Centre.
- c. A minimum of 100 brochures should be supplied to the Visitor Information Centre in the first instance.

### **2. Approvals**

- a. Where applicable, a copy of the relevant Council approval to operate, or any relevant accreditation is required at the time of the business joining the Yass Valley Bookeasy Website.
- b. If your approval is revoked or your business is in breach of Council regulations you must notify the Council within 7 days. All services and support will be withdrawn until the approval is reinstated or Council regulations are met.
- c. A copy of your Certificate of Currency for Public Liability must accompany your Membership Agreement.

### **3. Information**

- a. It is the responsibility of the member to ensure all information given for inclusion on the website is current and correct.
- b. It is the responsibility of the member to ensure that any changes in business operation are advised to the Visitor Information Centre staff as soon as possible to allow for updating of records, e.g. change of owner, change of manager, new tariffs, etc. Please note this is required in writing/fax/email.
- c. It is the responsibility of the member to ensure adequate stocks of brochures are provided to the Visitor Information Centre and to monitor the ongoing stock levels.

### **4. Accommodation and Tour Providers Commissions & Booking Fees**

- a. By signing the Membership Agreement Form and paying the membership fee, all Accommodation and Tour Provider members of YVDC agree to the following.
  - i. Accommodation providers will pay a 10% commission on all bookings. Gold BookEasy Members can also have a BookEasy Book Now button installed on their independent websites ONLY if they wish to have their website listed on the Bookeasy Site, thereby bringing the bookings back to YVDC.
  - ii. To pay a \$3.50 Booking Fee (payable by the customer to YVDC Bookeasy at the VIC)
  - iii. To pay a \$22.00 cancellation or alteration fee.
  - iv. Cancellations within the 24 hours will attract a 50% charge to the customer, payable to the operator and a \$22.00 cancellation fee.
- b. NB: Tourism industry "Best Practice" is that all quoted/published rates should include the retail commission of 10%. It is therefore requested that that commission be built into the published or quoted rate.
- c. ALL Commissions & Booking Fees charged by YVDC will be GST inclusive.

### **5. Membership – Additional Information**

- a. Any accommodation operator who provides two or more styles of accommodation will be required to pay one base fee for their core business and then the appropriate rate per room/cottage/other business. In some cases it will be advantageous to the accommodation operator to negotiate a Platinum Membership Package.
- b. YVDC and Yass Valley Council reserve the right to deny or cancel any membership.