



Department of
Tourism
Policy, Planning and
Research Division

Monthly Occupancy Return

Return form within 10 days after month end.

Freedom of Information and Protection of Privacy

Information on this form is collected under Section 31(c) of Prince Edward Island's *Freedom of Information and Protection of Privacy Act* and Section 6.(2) of the *Tourism Industry Act* and will be used for the purpose of tourism research and statistics reporting. If you have any questions about this collection of information, you may contact the Director of Policy, Planning and Research, Tourism PEI, PO Box 2000, Charlottetown, PE C1A 7N8, Tel: (902) 368-6342.

Section 1 – Return Period

This return is for the month of _____ 20____ .

Notice: This information must be submitted on a monthly basis for each month your establishment is open, and must be received by the department within 10 days after the end of each month, i.e., June occupancy information must be received by July 10.

Section 2 – Identification

Licence Number (*Located on rate card*):

Name of Tourism Establishment:

Contact Name:

Contact Phone Number:

Contact e-mail Address:

Type of Establishment: Fixed Roof Campground

Notice: If your establishment consists of both a fixed roofed accommodation and campground, you must file a separate return for each.

Section 3 – Supply of Accommodation Units (Rooms or Cottages) Available This Month

A. Number of accommodation units available:

B. Number of nights open this month:

Total supply of units available this month: A x B =

Example to calculate units (rooms or cottages) available:

If a cottage establishment has 10 cottages available, then the number of units (rooms or cottages) available should be 10. If the establishment closes off 4 cottages from its inventory for the winter or for renovations, then the cottages would be removed from availability and not included in units available. The number of cottages available in this example would be 6.

Notice: Winter rentals do not include units (rooms or cottages) available or rented. Under the *Tourism Industry Act*, a winter rental means an establishment that provides temporary accommodation for a guest for a continuous period of more than one month and therefore is not defined by law as a tourism establishment.

Section 4 – Nights Rented and Geographic Origin Data

Please provide the number of accommodation-unit (room or cottage) nights rented by geographic origin.

Example to calculate geographic origins: If a cottage establishment rents a total of 3 cottages for 5 nights to residents from Ontario in July, then 15 (3 cottages x 5 nights) should be entered in the space for Ontario.

Motorcoach: Please indicate (on the right) the number of rooms rented to motorcoach. (Do not enter rooms rented for motorcoach in the columns below under the Canada, United States or International headings. The geographic origin of each motorcoach guest is not required.)

Motorcoach:

All Unit (room/cottage) Nights Rented	Canada		United States		International	
	Province	Units	State	Units	Country	Units
	Prince Edward Island:		Connecticut (CT):		Japan:	
	New Brunswick:		Maine (ME):		Germany:	
	Nova Scotia:		Massachusetts (MA):		Great Britain:	
	Newfoundland:		New Hampshire (NH):		Ireland:	
	Quebec:		New Jersey (NJ):		Other (add below name of country and number of units):	
	Ontario:		New York (NY):			
	Other Canada:		Pennsylvania (PA):			
			Rhode Island (RI):			
			Vermont (VT):			
			Other US:			
Totals:	Canada:		United States:		International:	

Add all rooms indicated under Motorcoach, Canada, United States and International. This will equal all units (rooms or cottages) rented for the month.

Total units rented for this month equals:

Section 5 – Calculating Occupancy

Based on the information you have reported, your occupancy is calculated by dividing the number of units (rooms or cottages) rented as indicated in Section 4 by the number of units (rooms or cottages) you had available as indicated in Section 3.

Example to calculate occupancy: For the month of July, if you had 30 units available and actually rented 12, your occupancy would be calculated at 40%. (12 ÷ 30 = 40%)

Your occupancy for this month is:

%

Section 6 – Submitting Your Return

All information submitted will remain confidential. You may submit your information using any of the following options:

Option A – Online System:

You can access the online reporting function within the Slumberland/Online Reservation System. Simply use your username and password to access the reporting function, click on the Occupancy Reporting tab and follow the steps.

Note: If you wish to file online but do not want to participate in the online reservation system, you must obtain a username and password for security purposes. To obtain, please contact Internetworks at (902) 892-0932.

Option B – Completed form may be submitted by fax, mail or in person to:

Policy, Planning and Research Division
Tourism PEI
PO Box 2000, 3rd Floor Shaw Building
Charlottetown, PE C1A 7N8

Tel: (902) 368-5540
Fax: (902) 368-6155