



# HIPO

## Monthly Occupancy Return for Hospitality Industry Program for Occupancy

### SECTION 1

This return is for the month of \_\_\_\_\_ Year \_\_\_\_\_

### SECTION 2

Licence Number \_\_\_\_\_

Name of Tourism Establishment \_\_\_\_\_

Civic Address number \_\_\_\_\_

### SECTION 3

**NOTICE:** If your establishment contains multiple types of accommodations such as hotel units and cottages, please file a **separate** monthly return for each type of accommodation. This is necessary to develop specific reports for each accommodation type.

#### Type of accommodation being reported.

Hotel / Motel / Resort \_\_\_\_\_

Inn \_\_\_\_\_

Cabin/Cottage \_\_\_\_\_

B&B / Tourist Home \_\_\_\_\_

Campground \_\_\_\_\_

Other \_\_\_\_\_

**Number of accommodation units available for this type of accommodation** \_\_\_\_\_ (the maximum # of units available at any point during the month). **Multiply number of units available by days in month to determine total unit nights available for the month.**

**NOTICE:** If a hotel has 30 units available, then the number of units / rooms available should be 30. If the establishment closes off 5 rooms from its inventory for the winter or for renovations, that would make the units un-rentable for the majority of the month, then the units would be removed from availability and not included in units available or sold. For **cottages**, each cottage is **one accommodation unit** and a one week rental is **usually** 7 unit nights. Please report all rentals in unit nights per month by origins.

**NOTICE: Winter rentals: do not include in units / rooms available or sold.** 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

### Visitor Geographic Origin and Number of Accommodation Units Nights Rented

NOTICE - means the home address of the registered visitor

#### Canada

Include all units **nights** rented by each province and territory.

PEI	Man
NL	Sask
NB	Alberta
NS	BC
QC	Yukon
ON	NWT
	Nunavut

#### United States

Include all units **nights** rented by each state.

Alabama	Illinois	Montana	Rhode Island
Alaska	Indiana	Nebraska	South Carolina
Arizona	Iowa	Nevada	South Dakota
Arkansas	Kansas	New Hampshire	Tennessee
California	Kentucky	New Jersey	Texas
Colorado	Louisiana	New Mexico	Utah
Connecticut	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
District of Columbia	Massachusetts	North Dakota	Washington
Florida	Michigan	Ohio	West Virginia
Georgia	Minnesota	Oklahoma	Wisconsin
Hawaii	Mississippi	Oregon	Wyoming
Idaho	Missouri	Pennsylvania	

#### International

Include all units **nights rented** by country.

For any other country add the name of the country and number of units **nights rented**.

Japan		
Great Britain		
Germany		
Scotland		
Ireland		

#### Motor Coach

Include all units **nights** sold to motorcoach for the month - the origin of each room guest is not required.

## SECTION 5

**Total Accommodation Units Nights Rented** \_\_\_\_\_

- must match # of units/ rooms  
from Section 4

**Total Accommodation Unit Nights Available** \_\_\_\_\_

**Of the total Units Nights Rented please indicate the number rented for  
Meetings & Conventions** \_\_\_\_\_

- # of units rented, attributed solely to meetings and conventions  
based on room block actuals. Does not include tour or travel  
business.

**Of the total Units Nights Rented please indicate the number rented for  
Sports Events** \_\_\_\_\_

- # of units rented attributed solely to sports events such as  
baseball tournament or a hockey game where rooms are sold to  
teams.

## SECTION 6

Based on the information you have reported, your occupancy percentage for \_\_\_\_ (month), \_\_\_\_ (year) is  
\_\_\_\_%.

*\*Occupancy = Total Accommodation Unit Nights Rented divided by Total Accommodation Unit Nights  
Available during the month.*

## SECTION 7

**All information submitted will remain confidential.**

**All reports which are generated for a third party will not disclose individual establishment information.**

**Completed form may be submitted online, by fax, email, mail or in person to:**

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Policy Planning and Research Division  
Tourism PEI  
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