



Department of
Tourism
Compliance
Division

Monthly Occupancy Return

To be completed under the Tourism Industry Act [Section 6(2)] and Regulations [Section 8.1]. Operators are required by law to complete and return this form within 10 days after month's 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) 368-5540.

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| 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. |

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| Section 2 – Identification |
| Name of Tourism Establishment: |
| Contact Name: |
| Contact Phone Number: |
| Contact e-mail Address: |
| Type of Establishment: <input type="checkbox"/> Fixed Roof <input type="checkbox"/> Campground |
| Notes: If your establishment consists of both a fixed roofed accommodation and campground, you must file a separate return for each. An accommodation unit is normally one room. However, a cottage or suite containing two or more bedrooms is considered <u>one</u> rentable unit. A campsite is also considered <u>one</u> rentable unit. |

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| Section 3 – Supply of Accommodation Units Available This Month |
| A. Number of accommodation units available: |
| B. Number of nights establishment open this month: |
| Total supply of units available this month: A x B = |
| Example to calculate units available: If a cottage establishment has 10 cottages available, then the number of units 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 available or rented. Under the <i>Tourism Industry Act</i> , 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 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:

| Canada | | United States | | | | | | International | | |
|---------------------|--|------------------|--|----------------|--|----------------|--|---------------|-------------------|--|
| Alberta | | Alabama | | Louisiana | | Ohio | | Australia | | |
| British Columbia | | Alaska | | Maine | | Oklahoma | | China | | |
| Manitoba | | Arizona | | Maryland | | Oregon | | England | | |
| New Brunswick | | Arkansas | | Massachusetts | | Pennsylvania | | France | | |
| Newfoundland | | California | | Michigan | | Rhode Island | | Germany | | |
| NWT | | Colorado | | Minnesota | | South Carolina | | Ireland | | |
| Nova Scotia | | Connecticut | | Mississippi | | South Dakota | | Japan | | |
| Nunavut | | Delaware | | Missouri | | Tennessee | | Netherlands | | |
| Ontario | | Florida | | Montana | | Texas | | Scotland | | |
| PEI | | Georgia | | Nebraska | | Utah | | Switzerland | | |
| Quebec | | Hawaii | | Nevada | | Vermont | | List others: | | |
| Saskatchewan | | Idaho | | New Hampshire | | Virginia | | | | |
| Yukon | | Illinois | | New Jersey | | Washington | | | | |
| | | Indiana | | New Mexico | | West Virginia | | | | |
| | | Iowa | | New York | | Wisconsin | | | | |
| | | Kansas | | North Carolina | | Wyoming | | | | |
| | | Kentucky | | North Dakota | | Washington DC | | | | |
| Total Canada | | Total USA | | | | | | | Total Int. | |

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| Total Units Rented This Month: | Motorcoach | |
| | Canada | |
| | United States | |
| | International | |
| | Grand Total | |

Section 5 – 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 Province's 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 Tourism PEI at the general inquiry number listed below.

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

Tourism PEI – Compliance
PO Box 2000, 3rd Floor Shaw Building
Charlottetown, PE C1A 7N8

Please note change in fax number.

Fax: (902) 368-6568
General Inquiries: (902) 368-4398