



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.

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

Name of Tourism Establishment:

Contact Name:

Contact Phone Number:

Contact e-mail Address:

Type of Establishment: Fixed Roof 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 one rentable unit. A campsite is also considered one rentable unit.

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 *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 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.	

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