

PORT ELIZABETH METRO B&B ASSOCIATION

Nelson Mandela Bay



www.pembba.co.za

27 03 2010

Membership Application Form - Accommodation

Dear Prospective Member,

The Port Elizabeth Metro Bed & Breakfast Association (PEMBBA) is duly constituted as an association not for gain, has been operative since 2002 and has over time accomplished an enormous amount for its members including establishing itself as representative of and recognized within the hospitality industry. With the increase in tourism to the Eastern Cape, as well as the resultant growth of formal Bed & Breakfasts and Guest Houses, there is a need to have an established representative organization to support and control the industry in line with tourism expectations, regulating authorities and trends throughout the country.

Tourist/guest/holiday accommodation establishments form a major component in the tourism partnership and PEMBBA provides a unified platform for more direct and pro-active involvement in representing its members in facilitating promotion, assistance and marketing on the dynamic reservations web site – www.pembba.co.za and in the up market annual brochure. Formal monthly networking meetings afford members exposure to industry suppliers and the opportunity to debate or discuss any issues related to tourism/holiday accommodation.

PEMBBA membership is open to all formal short-term tourist/guest/holiday accommodation establishments in Port Elizabeth and surrounds. To become and remain a member of PEMBBA, applicants are required, in accordance with our constitution and quality assurance cornerstone of our credibility, to comply with the PEMBBA Minimum Quality Standards and being appropriately and officially registered with the relevant local authority. A management executive committee, as elected at the AGM, manages the affairs of PEMBBA and provides mentorship to its members.

The association, due to a rebate arrangement with Makro - an Associate member of Pembba, do request that, should you wish, provide us with your Makro card number/s to which end Makro affords our association a 0.25% net profit rebate on all purchases by our members. This annual rebate is utilized to fund/sponsor our brochure, web site costs and/or any association project in the interests of holding down expenses.

We look forward to communicating with you as a proud new PEMBBA member.

MEMBERSHIP APPLICATION FORM

A) ESSENTIAL ESTABLISHMENT INFORMATION

Establishment Name _____

Number of rooms/units _____

Owner / Manager
Surname _____

First Names _____

Postal address _____

Postal. Code _____

Physical / Street Address _____

Suburb _____

City / Town _____

Telephone Number _____

Fax Number _____

Cell Number _____

E-Mail Address _____

Website Address _____

Makro Number/s _____

B) QUALITY ASSESSMENT & GRADING

All establishments applying for PEMBBA membership, irrespective of any alternative recognised grading schemes, are required to be assessed against the PEMBBA minimum standards schedule, which includes a public relations exercise and constructive guidance towards compliance. (The schedule of standards may be down loaded from the web site)

(Current relevant certification to be provided to the PEMBBA Quality Assessor during audit)

AA Quality Assured (Endorsement level) _____

Portfolio (State grading) _____

TGCSA (State no of stars) _____

Other (System and grading) _____

C) LOCAL AUTHORITY APPROVAL

It is a requirement that all members have the necessary appropriate approval, where applicable, to operate as a tourist/guest/holiday accommodation establishment by the relevant local authority. Copy the official letter of consent/approval where applicable, must be submitted with this application. Please tick current applicable status:

- APPROVED
- (letter of consent attached)
- APPROVED ZONING
- (Zoning details attached)
- HAVE NOT APPLIED for approval or zoning
- AWAITING APPROVAL (Letter of application attached)
- AWAITING ZONING (Letter of application attached)

D) PEMBBA SUBS/FEES/Package & BANKING DETAILS

The PEMBBA administrative year runs from July to June and subscriptions are invoiced pro-rata.

An initial Quality Assurance and Familiarization Assessment against the PEMBBA Minimum Standards Schedule is required prior to membership approval at a fee of R500. (Subsequent yearly audit and PR visit @ R250)

A once off registration fee of R50 and an annual subscription of R500 inclusive of the first five rooms/units is applicable for 2009/2010. An additional levy of R10 per room/unit from the sixth room/unit upward is applicable.

Successful applicants shall have access to the PEMBBA web site at an initial fee of R150 (free thereafter) and placement in the 2010/2011 PEMBBA brochure @ R350. (Deadline to printing is Sept. 2010)

A PEMBBA plaque mounted on wood is available @ R150

Banking Details:

Account Name:	PEMBBA
Account Number:	080 127 606
Standard Bank Branch Code:	050017

PEMBBA, due to affiliation and representation of all East Cape NAA-SA members with the National Accommodation Association of South Africa, strongly recommends that new members join the NAA-SA simultaneously. To access the NAA-SA, please visit www.naa-sa.co.za or e-mail info@naa-sa.co.za

Please Fax or E-mail this application to: PEMBBA Secretary on Fax: No.: 041 466 1218 or E-mail: riversidelodge@agnet.co.za

- a) Your letter of consent/application, where applicable, from the relevant local authority.
- b) Your current (copy) quality grading status.
- c) Your current (copy) of commercial television licence/s, if applicable.
- d) Your deposit or electronic transfer slip of the non-refundable Minimum Standards Assessment fee.

Please do not submit any other subs or fees until the membership application is approved at which time you will be invoiced for due subs and fees accordingly.

We look forward to welcoming you as a proud member of our Association.

Kind Regards,
PEMBBA Secretary Tel.: 041 466 5059 - Cell: 082 441 1182