

PORT ELIZABETH METRO B&B ASSOCIATION

Nelson Mandela Bay



www.pembba.co.za

Issue Date: June 2011

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 in operation 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 between the private sector (product owners) and the public sector (local & national authorities and their agents). PEMBBA provides a unified platform for more direct and pro-active involvement in representing its private sector members. Whilst individual members are exclusively responsible for their respective marketing; PEMBBA provides and facilitates marketing opportunities 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 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.

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 _____

Total Number of beds (a double bed = 2 beds) _____

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 _____

B) QUALITY ASSURANCE

All establishments applying for PEMBBA membership, irrespective of any alternative recognised grading schemes, are required to be annually audited 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 www.pembba.co.za)

Please indicate current relevant certification.

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, where applicable, that all members have the necessary appropriate approval, or provide application for approval intent, to operate as a tourist/guest/holiday accommodation establishment by the relevant local authority.

Copy, where applicable, of the official letter/s of consent / business licence / letter of acceptability / fire & gas clearance certification must be submitted with this application.

Please tick current applicable status:

- APPROVED
- (COPY of letter/s of consent/ acceptability/ business licence and clearance certifications attached)
- HAVE NOT APPLIED for approval or zoning
- AWAITING APPROVAL (Letter of application attached)

D) PEMBBA SUBSCRIPTIONS/FEES & 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 R350. (Subsequent yearly audit and PR visit @ R250)

An annual membership subscription of R500 inclusive of the first five rooms/units is applicable for 2011/2012. An additional levy of R10 per room/unit from the sixth room/unit upward is applicable.

Successful paid up applicants shall have access to the PEMBBA web site at no charge and placement in the 2012 PEMBBA brochure @ R350. (Deadline to printing is September 2011)

A PEMBBA plaque mounted on wood is made available to new members at no cost.

Banking Details:

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

Please E-mail this application to: PEMBBA Secretary, Liesel Chamen,
pemba@gmail.com Liesel may be contacted on 072-7022 288.

a) Your letter/s of consent or letters of application, where applicable, from or to the relevant local authority.

b) Your deposit or electronic transfer slip of the non-refundable Minimum Standards Assessment fee.

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

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

Kind Regards,
PEMBBA Secretary
Cell: 072-7022 288