



## HANGKLIP-KLEINMOND TOURISM BUREAU

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### **HANGKLIP-KLEINMOND TOURISM PROCEDURE FOR ACCOMMODATION MEMBERSHIP**

To become a Website Member of HKTB as a B&B, Guest House or a self-catering unit the following procedures need to be followed:

1.
  - a) The establishment must adhere to the minimum accreditation requirements as per CTRU recommendation. Hangklip-Kleinmond Tourism Bureau to ensure this is done.
  - b) The establishment has the required special departure and / or rezoning from the municipality. No establishment can join HKTB without a letter from the Overstrand Municipality confirming the above. The owner has the necessary Public Liability.
  - c) The establishment has the necessary on-site parking as required by the Overstrand Municipality.
  - d) Copy of grading certificate (if graded)
2. Only if an establishment adheres to all the above-mentioned requirements can they become a web listing member of HKTB. -

**Please ensure copies are handed in along with your application.**

### **HKTB CANNOT ACCEPT ANY MEMBER WITHOUT THE ABOVE REQUIREMENTS.**

Members can then join HKTB by paying an annual membership fee. This fee requires them to bring their photos which is to be produced at their own expense to the Tourism Office, allows for advertising, be listed and reservations made through the office. Membership will be charged based on the number of rooms or units and establishment has and is payable annually in advance.

### **ONCE APPROVED AND A MEMBER OF HKTB:**

1. Bring photos / allow us to download from USB etc.
2. Bring your brochures for the racks.

Booking happens as follows: (telephonic enquiries, walk in, website and email)

The office will call you on availability. If you have a room available indicate so. Only if the booking is confirmed by the office of the guest can you accept the booking. We have to call a number of establishments to give the tourist an opportunity to choose.

**Please let the office know by 10:00 the following morning if guests have not arrived.**

Please consider 10% commission. It will be appreciated if owner / managers of establishments could complete a schedule on when their rooms/units are fully booked – [info@kleinmondtourism.co.za](mailto:info@kleinmondtourism.co.za)