

# *Bed & Breakfast* of Greater Ithaca

## **Why join the Bed & Breakfast of Greater Ithaca?**

**We operate as a unique group of individual B&Bs where each member benefits in many ways:**

- **We have a great new web page which includes Availability Online for each member of the group.**
- **We refer callers to other members in the group.**
- **We have developed a set of standards, which each B&B meets through inspections.**
- **We meet as a group at members' homes several times a year to discuss mutual needs and support. Occasionally we host educational meetings.**
- **Our annual dues support our web page, 800 phone number and marketing promotions.**
- **Last, but far from least, we have opportunities to meet and make new friends with mutual interests.**

**Please send any questions or comments to our Standards Committee:  
dwilliams40@twcny.rr.com**

**If you would like to apply for membership, please print the application, fill in your information and mail it to:**

**BED & BREAKFAST OF GREATER ITHACA  
P.O. Box 263, Ithaca, NY 14850**

**MEMBERSHIP APPLICATION**  
**BED & BREAKFAST OF GREATER ITHACA**

Name of B&B \_\_\_\_\_ Year opened \_\_\_\_\_

Street \_\_\_\_\_ City/Town \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_ Web Address \_\_\_\_\_

Owner(s) \_\_\_\_\_ Contact person \_\_\_\_\_

Manager \_\_\_\_\_ Location (city/village/rural) \_\_\_\_\_

Number rooms \_\_\_\_\_ Bed types: Tw \_\_\_\_\_ Full \_\_\_\_\_ Qu \_\_\_\_\_ K \_\_\_\_\_

Rms. 1<sup>st</sup> flr. \_\_\_\_\_ Bath: private \_\_\_\_\_ shared \_\_\_\_\_ with \_\_\_\_\_

Rms: 2<sup>nd</sup> flr \_\_\_\_\_ Bath: private \_\_\_\_\_ shared \_\_\_\_\_ with \_\_\_\_\_

Handicapped Accessible (ramp/bath) where \_\_\_\_\_

Breakfast (full/cont./other). Served: (dining rm./guest room/other) \_\_\_\_\_

Sample menu \_\_\_\_\_

Other meals \_\_\_\_\_ Teas/snacks/other \_\_\_\_\_

Smoking Policy \_\_\_\_\_ If permitted, where \_\_\_\_\_

Children welcome/restricted \_\_\_\_\_ If permitted, what age \_\_\_\_\_

Are there rooms in other than main house \_\_\_\_\_

Payment options: cash \_\_\_\_\_ Check \_\_\_\_\_ Trav. Check \_\_\_\_\_ Credit cards \_\_\_\_\_

Price range: seasonal \_\_\_\_\_ Off season \_\_\_\_\_

Do you accept pets \_\_\_\_\_ Do you have pets on premises? \_\_\_\_\_ cats \_\_\_\_\_ dogs \_\_\_\_\_ # \_\_\_\_\_

Are pets allowed in guest areas? \_\_\_\_\_ Do you have liquor license? \_\_\_\_\_



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Special features:

AC _____ where _____	porch for guests _____ where _____
hot tub _____ where _____	
jacuzzi _____ where _____	Other _____
fireplace _____ where _____	_____
piano _____ where _____	_____
pool _____ where _____	_____

Please enclose a brochure or brief description of your facility.

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Expectations of members are:

- 1) Attend at least FOUR meetings a year;
- 2) Host a meeting at your facility approximately every other year;
- 3) Take an active part in at least one committee a year;
- 4) Make referrals to fellow members.

In order to become a member you must have, and be seen by at least two people at the time of your inspection, the following items:

- 1) B&B insurance and a one million dollar umbrella rider on your property
- 2) Certificate of Authority to Collect NYS Sales Tax and Tompkins County Room Tax Certificate of Authority
- 3) An approved DBA form/Business Certificate
- 4) Zoning codes and/or fire codes according to your area, with approvals for your facility

To obtain the above-required Certificates of Authority and DBA:

- 1) Purchase a blank DBA form at Staples; fill out form and take it to the County Clerk's office downstairs in the Court House for approval;
- 2) Take approved DBA to the Tompkins County Finance Office, 2<sup>nd</sup> floor, to apply for your Certificate of Authority to Collect Room Tax;
- 3) Call the NYS Sales Tax (800-462-8100) to obtain the application for your Certificate of Authority to Collect NYS Sales Tax. (Sometimes the process to obtain this Certificate of Authority takes a while; however, you cannot take money from anyone until you have this Certificate.)