

NAME (PERSON BOOKING) _____
 ADDRESS _____
 POSTCODE _____ Email _____
 TEL: _____ MOBILE: _____
 D.O.B. _____

TOUR CODE _____
 DEPARTURE DATE _____
 SPECIAL REQUIREMENTS _____

HOME CONTACT NAME AND DETAILS (for emergency purposes)

Name _____ Relationship _____ Landline _____
 Mobile _____

Please reserve _____ places on the _____ Holiday for myself and the following persons and enclosed is my/our completed booking form and deposit (full payment if booking is made within 6 weeks of departure date or 10/13 weeks if air travel involved) made payable to 'Huttons Tours Ltd.' and returned to the address at bottom of form.

DETAILS OF OTHER PERSONS IN MY PARTY

Mr/Mrs/Miss	Christian Name	Surname	Address / Postcode / Telephone	D.O.B

BALANCE PAYMENT

Balance payment is due six weeks before the departure date for coach holidays, ten weeks where air travel is involved to Britain or Europe and thirteen weeks to worldwide destinations. However this will be clearly stated on your invoice.

INSURANCE AND HEALTH

It is a condition of travel with Huttons Tours Ltd that all clients are adequately insured.

If you do not purchase travel insurance from Huttons Tours, you must advise us the following,

- 1) Insurance Company _____ 2) Policy No _____ 3) 24 hr emergency phone number _____.

Your signature on this booking form confirms that none in your party are travelling contrary to medical advice and that you have read and understand the General Health Warranty, on the Booking Conditions. (see overleaf)

TYPE OF ROOM(S) REQUIRED (Please tick)

Name	Single Room <input checked="" type="checkbox"/>	Double Room <input checked="" type="checkbox"/>	Twin Room <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>

PASSPORT INFORMATION (This section must be completed where your booking includes an air flight)

Passport Name(s)	Passport No.	Nationality	Country of Issue	Issue Date	Expiry Date	Date of Birth

TOUR NUMBERS

All holiday bookings are subject to availability and sufficient numbers to justify tour. Please note booking conditions on other side of this form.

YOUR SIGNATURE _____

PRESENT DATE _____



BOOKING CONDITIONS

- 01. INSURANCE** - it is important that all tourists have adequate holiday insurance therefore the insurance premium shown against each HUTTONS holiday will be added to the cost of your holiday unless you do confirm that you already have your own holiday insurance. Please tick the appropriate box on the booking form overleaf to confirm whether you already have travel insurance or not. Full details of cover, policy warranties and exclusions will be forwarded to you, upon our receiving your booking form indicating that you do not have holiday travel insurance. Please check the policy conditions and terms to satisfy yourself that the cover provided meets your needs. There is a 14 day cooling off period in which you may cancel the insurance premium. After the 14 days the premium is non-refundable and in the event of a claim being made there is an excess of £50 per person for cancellation and £15 for claiming loss of deposit.
- 02. YOUR FINANCIAL PROTECTION** - All the flights and flight-inclusive holidays in this brochure are financially protected by the ATOL scheme. When you pay you will be supplied with an ATOL Certificate. Please ask for it and check to ensure that everything you booked (flights, hotels and other services) is listed on it. Please see our booking conditions for further information or for more information about financial protection and the ATOL Certificate go to: www.atol.org.uk/ATOLCertificate. When you buy an ATOL protected flight or flight inclusive holiday from Huttons Tours you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong. We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable). If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.
- 03. MEDICAL AND HEALTH** - to avoid disappointment and unnecessary expense it is best to exercise caution in your choice of holiday type and destination if you or a family member are not in good health at present. You should check with your doctor or practice nurse in regard to vaccinations / inoculations required for worldwide holiday destinations included in this brochure. For those who have not yet received their EHIC card (European Health Insurance Card) the best way is apply online to nhs ehic or if not possible to go online telephone 0300 330 150.
- 04. HOLIDAY CANCELLATION** - if you have to cancel your holiday the amount of the cancellation charge from Huttons Tours Ltd. is set out below.

Holiday Cancellation - British Isles / Europe

Prior to 42 days	Deposit only
42 - 29 days	30% of holiday cost
28 - 15 days	45% of holiday cost
14 - 08 days	60% of holiday cost
07 - 00 days	100% of holiday cost

Holiday Cancellation / Worldwide

Prior to 90 days	Deposit only
90 - 43 days	30% of holiday cost
42 - 29 days	60% of holiday cost
28 - 14 days	90% of holiday cost
13 - 00 days	100% of holiday cost

Providing your cancellation is for an insurable reason, then it is likely that a significant part, if not all of the cancellation charge will be refunded by the insurer.

- 05. TOUR NUMBERS AND SURCHARGES** - Huttons Tours Ltd. reserve the right to cancel any holiday, if the numbers booked on it are insufficient to justify that tour, however every effort will be made to ensure that cancellation by Huttons Tours Ltd is limited and fair warning will be given to those who have already booked. We will of course in these circumstances return all monies paid by you the passenger, providing the cancellation is not for reason of Force Majeure, and also offer you the opportunity to book an alternative tour with us, where space is available. HUTTONS reserve the right to increase their selling prices on any particular holiday at any time up to the departure date to cover unforeseen costs, such as fuel surcharges or government taxes, which may have arisen since the brochure was printed. SINGLE ROOMS Single Rooms are limited and may involve supplements which are set by the hotels. Additional single rooms can only be purchased at the terms set by the hotel.
- 06. PASSPORTS AND VISAS** - passports are required for most foreign holidays and destinations world-wide. Application forms are available from your local Post Office, and new passports are usually returned within four weeks. It is the responsibility of the passenger to ensure they have a valid passport (or visa if required) for any holiday destination when booking a continental or world-wide holiday.
- 07. DEPOSITS AND BALANCES** - telephone bookings must be confirmed within seven days with booking form and appropriate deposit. In the event of making a booking within six weeks of the departure date (ten/thirteen weeks if travelling by air) payment in full should be made. When we have received your booking form and deposit we will forward to you our confirmation invoice to acknowledge your payment and booking also stating when the balance is due. Please pay on invoice due date, as no statements or reminders are posted out. (Six weeks for coach holidays - ten weeks if air travel involved or thirteen weeks for a world-wide destination). Please include the remittance advice with your payment and request a receipt only if you require one.
- 08. COACH SEATING AND TOUR CHANGES** - seat numbers are allocated based on booking date and will be advised to you on our joining instructions letter which is posted out two or three weeks prior to the departure of the tour. We reserve the right to make minor changes to our tour programme or travel arrangements stated in our brochure, all usually in the best interest of the customer.
- 09. FOREIGN EXCHANGE RATE SUPPLEMENT** - in the case of holiday bookings for all countries outside the £ sterling area, HUTTONS reserve the right to increase their selling price by forwarding a supplement invoice before departure date, in the event of an exchange rate change greater than 3% since the brochure print date (usually 1st December).
- 10. ERRORS AND OMISSIONS** - the information stated in this brochure with regard to all aspects of each holiday tour is given in good faith as being correct at the time of printing. However since some of the detail provided is assembled by reference to supplier brochures and web sites, which may alter or be misleading we cannot guarantee that all data provided by Huttons Tours Ltd. is entirely free of errors or omissions. Nevertheless we promise that genuine effort has been made by us to ensure that you our customer experience satisfaction with your Huttons Tours Ltd. holiday as described on the accompanying holiday brochure.