

Cotswold Scenes Reservation Form



Traveler (person making booking)

Full Name: (as appears on passport) _____
 Address: _____
 City, State, Postcode: _____
 Phone (day): _____
 Phone (evening): _____
 Fax: _____
 E-mail: _____

England Arrival Date: dd__ mm__ yy__ Cotswold Scenes meeting date: (if different) dd__ mm__ yy__
 England departure date: dd__ mm__ yy__ Cotswold Scenes departure date: (if different) dd__ mm__ yy__
 Total number in party: ___ adults ___ children (under 16)

Full name of all other travelers
 (as appears on passport) _____

Accommodation:

Accommodation Required: Yes ___ No ___
 Total number of nights: ___ Date of first night dd __ mm __ yy __
 Preference: Double bed ___ Twin beds ___
 Smoking ___ Non-smoking room ___

Cotswold Scenes Guided Tour:

Number of full day tours ___ Number of Half day tours ___
 Number of passengers ___

Deposit:

A deposit of 15% will be required to guarantee booking.

Payment Policy:

Full payment is due 28 days prior to the departure date. If the tour begins within 28 days of booking, final payment is due at that time. Failure to receive the remainder of your trip balance will be considered a cancellation.



Cancelation / Refund Policies

All cancellations must be made in writing. Cancellation fees are according to the following table

- Cancellations received 28 days or more prior to departure - full refund
- Cancellations received 21-27 days prior to departure - deposit + 30%
- Cancellations received 20-14 days prior to departure - deposit + 60%
- Cancellations received 13 days or less prior to departure - Full amount

No refunds will be issued due to the late arrival / early departure / unused portion of a tour.

Thank you very much for your reservation with Cotswold Scenes. We look forward to meeting you. Please sign below and then fax or email your completed form to:

Address: Cotswold Scenes
3 Rosehill Terrace,
Cheltenham,
Glos GL52 6SW,
ENGLAND

Email: info@cotswold-scenes.com
Fax: +44 (0)1242 245991

Client's Declaration

I certify on behalf of all people named on this booking form, by whom I am authorised to make this booking, that we have read the booking conditions overleaf and agree that our booking is made subject to these conditions.

I have read and accept the terms of the Payment Policy and Cancelation / Refund Policies set forth as above.

Signature _____

Date _____



Terms & Conditions

1. The person(s) making a booking with Cotswold Scenes must complete and sign the booking form. The person or persons who have signed the booking form are hereafter referred to as the client. Upon signature the client (and any other person(s) including children accompanying them on the tour) agrees to be bound by these conditions. No agent, servant, representative or client of Cotswold Scenes has the right to make any oral promises, claims or offers or to alter or vary or waive any of these conditions.

2. The signed and completed booking form must be sent to Cotswold Scenes or its agent together with a non-refundable deposit of 15% of the tour price. The balance of the tour price is payable in full, at least 28 days before departure. Once full payment is received a tour confirmation will be issued to the client. If the balance of the tour price is not paid by the due date, Cotswold Scenes reserves the right to cancel the booking and forfeit the deposit. If a booking is made 28 days or less before the departure date then the full tour price is payable at the time of booking.

3. Any cancellation must be in writing and delivered at the address mentioned below. The date on which the cancellation letter is received by Cotswold Scenes or its agents will determine the cancellation charges applicable. In the event of cancellation by the client for any reason, the following charges will apply:

28 days or more before departure	-	full deposit.
27 to 21 days before departure	-	full deposit and 30% of the tour price.
20 to 14 days before departure	-	full deposit and 60% of the tour price.
13 days or less before departure	-	full tour price.

In case of any change in the tour program or itinerary, the client will be liable to pay any actual charges incurred on cancellations including entry ticket charges, travel costs etc. Cotswold Scenes has the right to refuse any changes which would affect the tour program substantially or to its detriment.

4. Cotswold Scenes reserves the right to cancel any tour if a specified minimum number of passengers are not booked on the tour, or for any other reason beyond the control of Cotswold Scenes. In the event of a tour being cancelled for any reason, the client may choose a full refund of all monies paid, or alternatively choose to be booked on any other tour that Cotswold Scenes may offer. No further liability by Cotswold Scenes to the client with regard to the cancellation will arise. In the event of a passenger selecting an alternative tour offered by Cotswold Scenes which is lower in price than the original tour, then the client will be entitled to the difference or alternatively, if the tour is more expensive, then the client will be liable for the additional cost.

5. Before accepting a booking, Cotswold Scenes reserves the right to alter published prices. After confirming a booking, Cotswold Scenes will only alter prices to take into account factors beyond its control, such as taxes, levies, increase in the price of any admission tickets, surcharges or other transportation or accommodation charges which are beyond the control of Cotswold Scenes.



6. It is the responsibility of the client to ensure that they are in possession of valid travel documents, including passports, visas, health certificates etc. Cotswold Scenes cannot accept any liability for incorrect documentation. In the event of any client being unable to embark upon, or complete a tour for default of any of these pre-requisites, Cotswold Scenes will bear no liability for the client, or for his return to the embarkation or disembarkation point or for any other costs or expenses.
7. Clients are advised to obtain personal travel insurance and are urged to ensure that it is adequate for the full duration of the arrangements, particularly in respect to accident, medical and repatriation expenses. If the client has dependents, insurance to cover these responsibilities is also recommended.
8. Neither Cotswold Scenes nor its agents can be held liable for any injury, damage to property or loss of life caused.
9. The client agrees to indemnify Cotswold Scenes in respect of any accident, personal injury, loss of life or damage to property caused by the client during the course of the trip.
10. The client agrees to comply with the laws and regulations of the country visited on the trip, and comply with all reasonable instructions of the trip leader relating to safety and organisation of the trip.