Booking Form

**Group / Group Leader**

|  |  |
| --- | --- |
| Name of Group |      End Date |
| Group Leader |       | Email Address |       |
| Work Phone |       | Mobile Phone |       |
| Alt. Contact Name |       | Email Address |       |
| Work Phone |       | Mobile Phone |       |

**Tour Party**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Male |  | Female |  | Total |
| Number of Staff (18+) |       | + |       | = |       |
| Number of Students (16+) |       | + |       | = |       |
| Number of students (2-15) |       | + |       | = |       |
|  | Total Persons Travelling | = |       |

**Travel & Accommodation**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |       | End Date |       |
| Tour Destination |       | Country |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accommodation Name *(if known)* |       | No of Nights in Accomm. |       |  |
| Accommodation Type | [ ]  | Hotel | [ ]  | Hostel | [ ]  | Holiday Village | [ ]  | Other |
| Rooming / Unit Allocation | *Please specify your requested allocation (e.g. no of twin/triple rooms, or no of 4-berth/6-berth villas etc.)* |       |
| Meal Plan / Board | [ ]  | Self-catering | [ ]  | Bed & breakfast | [ ]  | Half board | [ ]  | Full board |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Travel Option | [ ]  | Coach Tour | [ ]  | Flight-Inclusive | [ ]  | Our Own Flights | [ ]  | Self-Drive |
| Details of flights (if known) |       |
| Details of crossing route (if known) |       |

**Study / Education**

|  |  |
| --- | --- |
| Please supply details of any study or educational elements required as an inclusion in your package or simply refer us to your tailor-made proposal received |       |

**Extras / Excursions**

|  |  |
| --- | --- |
| Please list any optional extras/excursions you wish to add to your tour package |       |

**Travel Insurance**

|  |  |  |
| --- | --- | --- |
| Travel insurance is typically included in our packages for the whole group (unless otherwise stated). If you would rather exclude this and make your own travel insurance arrangements, please tick this box. | [ ]  | Please exclude insurance. |
| It is a condition of booking that everyone must have adequate travel insurance cover. If you choose not to include travel insurance cover, you confirm that every member of the group will travel with comparable alternative cover. |

**Payment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | I enclosed a cheque for the amount | £      | representing a deposit of | £      | per person for |       | persons |
| [ ]  | I have sent a payment to your bank for the amount | £      | representing a deposit of | £      | per person for |       | persons |
| Cheques should be made payable to: **Absolute Travel & Tours Ltd**Payments to our bank account: A/C No: **30549207** Sort Code: **20-70-93** IBAN: **GB51BARC20709330549207** SWIFT: **BARCGB22**Please send the completed form to us at: **Absolute Travel & Tours Ltd, 10 Chapel Hill, Stansted, Essex, CM24 8AG**Or by email to:  **tours@absolutetravel.co.uk** |

**Confirmation**

|  |
| --- |
| I confirm that I am authorised to make a booking on behalf of the above group. I have read and agree to the Booking Conditions on behalf of all those travelling. For a flight-inclusive package, I understand that I must enclose a full passenger list (names as per passports) with this form for the booking to be accepted. |
| Print Name |       | Date |       | Signed |       |

All personal data provided herein are processed in accordance with UK data protection legislation.