



BOOKING FORM

PLEASE COMPLETE IN BLOCK LETTERS

Course/Visit:

Dates Requested:

ROOM	Mr/Mrs /Miss etc	Surname (as printed on passport)	First Name	Nationality (as on passport)	Date of Birth	Passport Number	Expiration Date
1							
2							

Address for correspondence: Post Code: Telephone Number (home):..... Telephone Number (work): E-mail address: Occupation:..... Interests: UK Contact (in emergency):	Do you have Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/> Insurer: Expiry Date: <hr/> OFFICE USE:
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SHARING: *If only one person is booking on this form, please tick preferred accommodation option*

I am happy for you to arrange for me to share a room with another person, but understand that I may have to pay a supplement if a room partner is not available

I wish to share with who is booking independently

This booking is only to be accepted if a single room is available

INFORMATION:

Is there any medical history, disability or dietary requirement of which our leaders or insurance company should be made aware (in confidence)? YES NO

Please give details:

.....

Is anyone booking on this form a smoker? YES NO

<p>SPECIAL REQUESTS:</p> <p><input type="checkbox"/> Single Room - supplement payable – refer to brochure</p>	<p>MAILING CHECKLIST:</p> <p><input type="checkbox"/> Signed Booking Form</p> <p><input type="checkbox"/> Deposit or Full Payment</p> <p><input type="checkbox"/> Copy of Insurance</p>
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BOOKING FORM AND CONDITIONS

Your contract will be with *Saints Alive*

1. Booking your Course or Visit

For *Saints Alive* courses and visits, a non-refundable deposit per person is required at the time of booking. *Saints Alive* reserves the right to refuse to accept any booking without stating the reason.

2. Payment and Cancellation

The balance of the fee is due 10 weeks before departure. If we have to cancel for reasons beyond our control or if insufficient bookings are secured for a viable group, all money will be refunded. If you cancel less than 10 weeks before departure, then the whole fee is forfeited.

3. Prices

Our fees have been based upon quotations, estimates and current expectations with regard to other costs and exchange rates. Surcharges may be imposed only if costs increase as a result of government action, currency fluctuations.

We will absorb any increases up to 2% of the course/visit fee. If the surcharge exceeds 10% of the fee you will be entitled to cancel and receive a full refund of all monies paid. This right to cancel must be exercised within 14 days of receiving written notice of the surcharge.

As we undertake to absorb 2% of cost increases, there will be no reduction in the event of a favourable variation in costs or surcharges within ten weeks prior to departure if you have settled your final balance by then, or after settlement is made within the ten weeks prior to departure.

4. Single Rooms

Increasingly hotels are phasing out single-bedded rooms and charging a flat rate for twin/double rooms. Our prices are based on sharing a twin bedded room; we can usually find a compatible room-mate of the same sex. If there is no suitable match, we reserve the right to charge a sole occupancy supplement.

5. Insurance

It is very important that you obtain travel insurance and cancellation insurance at the time of booking. We recommend that you purchase the insurance cover recommended by *Saints Alive*, but you may purchase from some other source if you prefer. Please ensure that the policy you purchase provides equivalent cover and inform us of the name of the company and the policy number. Insurance premiums should be paid at the time of booking and are non-refundable. Clients who are not domiciled in the UK should obtain equivalent insurance cover in their own country of residence.

6. Alterations of Arrangements

Our literature is prepared many months before the departure of our courses/visits. When changes are made these are often of a minor nature and will not materially affect the enjoyment of your tour. However, if major alterations are necessary due to circumstances beyond our control, we will inform you without delay and offer you the choice of an alternative course/visit, if available, or a full refund of all monies paid. We reserve the right to make reasonable and minor omissions or alterations to any part of the itinerary, or substitute another knowledgeable expert in the same field for a named leader. A change of leader shall not constitute a material alteration.

7. Our Responsibilities

We endeavour at all times to offer and provide a quality service and we will accept responsibility should our services prove deficient or not of a reasonable standard.

We will give prompt assistance and guidance even when a client suffers loss due to no fault of our own, though we reserve the right to recover costs in the event of a successful claim by a client against a third party or a suitable insurance policy.

8. Your Responsibilities

You must take care that your own passport, visa and health requirements are in order. Failure to comply is not our responsibility. We will advise you of the necessary documentation but it is your duty to ensure that you are in possession of valid and current paperwork. Help is available on request.

Saints Alive does not allow the collecting of any specimens from the natural world. Persons booking with *Saints Alive* should be prepared to abide by our code of conduct with regard to safeguarding the natural environment and must also agree to follow the safety instructions of group leaders at all times.

It is important to recognize that, although leaders are chosen for their experience in leading field study courses/visits and are able to offer advice on safety procedures and conduct in the field, participants each have a legal responsibility to take all reasonable precautions to maintain their own safety and not to endanger other members of the party.

9. Financial Security

All land arrangements offered by us are provided under a single contract. These funds are held in a restricted Trust Account.

10. Complaints

In the unlikely event of cause for complaint you must notify one of the leaders during the course/visit so that we may do our best to assist you. If the problem remains unresolved in spite of prompt notification and you wish to write to us then this must be done within 14 days of the completion of the course/visit. We will investigate the grievance and reply at the earliest opportunity. All proceedings and disputes shall be dealt with under English law and jurisdiction.

Saints Alive, 12 Grange Road, Cambridge CB3 9DU, UK

DECLARATION:

*I/We have read the booking conditions and accept these in full.
I/We do not suffer from a disability which would prohibit full participation in the course.*

I enclose a cheque for (Deposit/or/Payment
in Full per person)

(Made payable to *Saints Alive*)

SIGNED:

DATE: