

**BOOKING FORM** All sections to be completed



**TOUR:** NSA SHEEP EVENT 2018 TOUR      **DATE:** Tuesday 17<sup>th</sup> July 2018

Title	First Name	Surname	Special request (dietary requirements etc)	Preferred badge name

Postal address:

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

**Hotel Accommodation:** Please indicate if this is required and we will contact you directly

**PAYMENT** *Deposit (non refundable): £25.00 per person at the time of booking. Full payment due on receipt of invoice.*

**For cheques,** payable to: **Field Farm Tours Ltd.**      Amount Enclosed ( **£25.00 per person** ) .....

**For bank transfer:** NatWest Bank plc

Sort Code : **54-10-23** Account Number : **12197386** Swift Code : **NWBKGB2L** IBAN : **GB02NWBK5410 2312 1973 86**

**For credit card payments**

CARD NO :                 for the amount of £..... to be taken.

Cardholder's name : \_\_\_\_\_ Security (last 3 digits) : \_\_\_\_\_ Valid From: \_\_\_\_\_ Expiry date : \_\_\_\_\_ Issue NO (debit card only) : \_\_\_\_\_

**AGREEMENT:** I have read and agree to accept the booking conditions      **Signed:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Please send the completed form and deposit to:**      **FIELD FARM TOURS LTD, Field House, 3 Stephenson Court, Stephenson Way, Newark, Notts. NG24 2TQ**

# General Booking Conditions



## PLEASE KEEP A COPY OF THESE CONDITIONS FOR YOUR RECORDS

These conditions are our contractual terms with any booking. They contain important information, so please read them carefully.

### 1. Reservations, deposits and balances.

To make a reservation, a non refundable deposit of £25.00 per person is required. Upon receipt of this we will then forward confirmation. The payment of the balance is due no later than 8 weeks prior to arrival or on receipt of the invoice. Non-receipt of the balance on the date due will result in your place on the tour being liable for cancellation.

### 2. Change of booking by you.

Should you wish to change your arrangements in any way after we have accepted your booking we will endeavour to meet your wishes to the best of our ability. A handling fee for any change of £25 (plus communication charges) per alteration will be charged to cover administration costs. If you make any change to your booking after the balance due date, then the change will be treated as a cancellation and the cancellation charges indicated in the paragraph dealing with 'Cancellation by you' will apply.

### 3. Cancellation by you.

All cancellations must be confirmed in writing. If you find it necessary to cancel your booking the following cancellation charges will apply:

Notified 56 or more days before departure - loss of deposit.	Notified
31 - 55 days before departure - 40%	
Notified 16 - 30 days before departure - 60%	
Notified 1 - 15 days before departure - 100%	

### 4. Alteration to confirmed booking by us.

It is unlikely that we will have to make any changes but we do plan the arrangements many months in advance. Occasionally we need to make changes, which we reserve the right to do at any time. Most of these changes are minor and we advise you at the earliest possible date. If a major change becomes necessary we will advise you as soon as is reasonably possible. When a major change occurs, you will have the choice of either accepting the change of arrangements or cancelling your tour and receiving a full refund.

### 5. Cancellation of confirmed booking by us.

In the event of the company having to cancel the tour on or before the date when payment of the balance of the price becomes due you will receive a full refund of all monies will be paid (always providing that the balance has been

### 6. Special needs or requests

If you have any specific needs or requests including dietary requirements, it is essential that these are made known to us at the time of booking and are entered onto your booking form. Should you or any member of your party have a disability or medical problem please check with us prior to booking so that we can advise you whether this tour is suitable. We will do everything possible to meet all reasonable special requests but cannot guarantee their provision. Failure to meet such requests cannot be considered a breach of contract on our part and we are unable to accept any bookings that are conditional on a special request being fulfilled.

### 7. Complaints

We hope that you have an enjoyable and trouble free trip however things can and do go wrong. Any cause for complaint must first be notified to FFT within 14 days of your return by sending your complaint to Field Farm Tours Ltd, Field House, 3 Stephenson Court, Stephenson Way, Newark, Notts, NG24 2TQ. We cannot accept responsibility if you fail to notify the complaint in accordance with these conditions.

### 8. Your Financial Protection

Field Farm Tours Ltd are an established tour operator and our air holidays and flights are ATOL protected, since we hold an Air Travel Organiser's Licence granted by the Civil Aviation Authority. Our ATOL number is 10350. Many of the flights and flight-inclusive holidays we offer are financially protected by the ATOL scheme. But ATOL protection does not apply to all holiday and travel services that we offer. Please ask us to confirm what protection may apply to your booking. If you do not receive an ATOL Certificate then the booking will not be ATOL protected. If you do receive an ATOL Certificate but all parts of your trip are not listed on it, those parts will not be ATOL protected. If you buy anything other than a package holiday or a flight, such as accommodation only, this financial protection does not apply.

Please see our booking conditions for information, or for more information about financial protection and the ATOL Certificate go to: [www.atol.org.uk/ATOLCertificate](http://www.atol.org.uk/ATOLCertificate)

Field Farm Tours Ltd is a Member of ABTA. ABTA and ABTA Members help holidaymakers to get the most from their travel and assist when things don't go according to plan. We are obliged to maintain a high standard of service to you by ABTA's Code of Conduct. For more information on ABTA, the Code of Conduct and the arbitration scheme available to you if you have a complaint, contact ABTA, 30 Park Street, London SE1 9EQ, Tel: 020 31170581 [www.abta.com](http://www.abta.com)



## FIELD FARM TOURS LTD

Field House, 3 Stephenson Court, Stephenson Way, Newark, Nottinghamshire, NG24 2TQ

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[www.fieldfarmtours.co.uk](http://www.fieldfarmtours.co.uk)

