

BOOKING FORM - U.K. TOURS



Booking No.
.....
(office use only)

Please return this form along with your deposit, or payment in full if booking inside 8 weeks, to the address at the bottom of the page.

CLUB/GROUP DETAILS

Club/group name			
Club postcode		Club main email	
Website (if any)		League (if any)	
Tour playing strength (please circle) – social / social-medium / medium / medium-strong / strong			

TOUR ORGANISER'S DETAILS (To whom all correspondence is to be sent)

Name				
Address				
		Post Code		
Email 1			Email 2	
Tel. Day		Evening		Mobile

TRAVEL ARRANGEMENTS Air / Sea / Coach / Self Drive Hire Vehicle(s) / Own transport arrangements (please circle all that apply)

	From	To	Date	Preferred time	Additional information
Outward					
Return					

ACCOMMODATION ARRANGEMENTS (Enter the total number of each room type required in the boxes below)

Hotel	Town / City	Date of arrival	Duration / nights	Singles	Twins	Doubles	Triples	Quads	Family show ages overleaf

FIXTURE DATES (Enter the dates on which you would like us to arrange your matches)

Fixture 1	Fixture 2	Fixture 3	Fixture 4	Fixture 5	Fixture 6	Fixture 7	Fixture 8	Fixture 9	Fixture 10

PAYMENT

Deposit per person	Number of nights	Total per Person	Number of adults	Total Payment
£10 x	=	£	x	= £

Either a) ENCLOSE CHEQUE made payable to Shire Sports Tours
or b) CARD PAYMENT: Please debit my Debit/Credit Card with the Total Payment above, plus 2% if Final Payments are made by Credit Card. There is no surcharge on Deposit payments made by Credit Card or any payments made by Debit Card.

Card No.

Valid from ___ / ___ Expires end ___ / ___ Issue No. (Maestro only) _____

3 digit security code _____

Billing address inc Post Code (if different from above):

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TOUR ORGANISER'S DECLARATION

I have read and am authorised to agree on behalf of myself and all the members of my party to accept the Booking Conditions of Shire Sports Tours and (where applicable) suppliers conditions. I am over 18 years old.

Signed

Print name

Dated.....

Thank you for booking with Shire Sports Tours, we look forward to putting together a really great tour for you!



BOOKING TERMS & CONDITIONS

UK RUGBY TOURS



PAYMENT SCHEDULE

- a) **TOUR DEPOSIT:** A £10.00 per person, per night deposit (i.e. £50 per person for a 5 night booking) is required to confirm bookings and is payable to Shire Sports Tours. Deposit payments can be made by cheque, Debit Card or Credit Card with no surcharge. Debit / Credit Card payments can be taken over the telephone but please ensure that a signed booking form is also returned to us by post for our records. We reserve the right to cancel the tour and enforce the cancellation charges set out below if a signed booking form has not been received prior to a tour commencing. In the unlikely event that Shire Sports Tours should have to cancel a tour, then all deposits will be refunded. Tour arrangements will not commence until a deposit has been received.

IMPORTANT:

It is in the interests of all touring clubs to allow us as much time as possible for fixtures and accommodation to be arranged and confirmed. Therefore prompt payment of deposits is advisable.

- b) **TOUR BALANCE:** Payment of the Tour Balance is due no later than 6 weeks prior to a tour commencing and is payable to Shire Sports Tours. Payment of the tour balance can be made by cheque or Debit Card at no extra charge, or by Credit Card which carries a 2% surcharge. Payments by Debit or Credit Card can be taken over the telephone. Tour organisers will receive notification of the amount payable and details of tour arrangements approximately 10 weeks prior to a tour commencing. Shire Sports Tours reserves the right to cancel the tour and retain the Tour Deposit if the Tour Balance is not received by the due date.

N.B. The Shire Sports Tours rate will remain as quoted at time of booking which protects our clients in the event of a hotel's usual rate increasing. The hotel's usual rate stated on our tariff sheet and on our website is an indication only and can fluctuate. No reduction will be given in the event of a hotel's usual rate falling below the Shire Sports Tours rate or any special deals a hotel may be offering. Rates will be confirmed in writing when the tour deposit has been paid.

- b) **DAMAGE DEPOSIT:** is £1000.00 per tour and is payable to Shire Sports Tours with the tour balance no later than 1 month prior to a tour commencing. Payment of damage deposit can be made by cheque or Debit Card at no extra charge and by Credit Card which carries a 2% surcharge. Payments by Debit or Credit Card can be taken over the telephone. Damage deposits are fully refundable within 30 days of touring, provided there is no damage, breakage, missing items, no additional cleaning and no outstanding accounts to settle with any establishments and/or persons as a result of the tour. Should the damage repairs, breakages, missing items, cleaning expenses and or outstanding accounts exceed £1000 then

any difference is to be paid in full before departure. The Tour Organiser agrees to indemnify Shire Sports Tours for any amount outstanding and any other costs incurred plus an administration charge for time spent by Shire Sports Tours in recovering said amount. Shire Sports Tours can provide legally binding forms to be signed by each member of the tour to indemnify the Tour Organiser for any amount outstanding as a result of each individual's actions. We strongly recommend Tour Organisers get these indemnity forms signed by all tourists but do not insist on this. Should a hotel have cause to decline further services or accommodation at any time during a tour due to unreasonable behavior by any member of a touring party, Shire Sports Tours will not be liable for any repayment of monies.

N.B. The Shire Sports Tours rate will remain as quoted at time of booking which protects our clients in the event of a hotel's usual rate increasing. The hotel's usual rate stated on the tariff sheet is an indication only and can sometimes fluctuate from time of print. No reduction will be given in the event of a hotel's usual rate falling below the Shire Sports Tours rate or any special deals a hotel may be offering. Rates will be confirmed in writing by when the tour deposit has been paid.

CANCELLATION CHARGES

- a) If you cancel your tour for whatever reason prior to 6 weeks of a tour commencing then all deposits will be forfeited.
- b) If you cancel your tour for whatever reason within 6 weeks of a tour commencing then all deposits will be forfeited plus, at the discretion of the respective hotel and in line with their own cancellation charges, up to a maximum of 100% of the remaining accommodation cost will become payable.
- c) No refunds of deposits will be given for a reduction in party members or a reduction in the number of nights per person booked.
- d) Should tour members increase all attempts will be made to accommodate them in the same hotel but Shire Sports Tours cannot guarantee this.
- e) Shire Sports Tours reserves the right to cancel a tour and enforce cancellation charges if numbers fall below 15 playing members (7 playing members for 7's tournaments). However, in addition to this we recommend you take an absolute minimum of 3 substitutes.

N.B. All payments and arrangements with hotels are to be made via Shire Sports Tours. This includes tour members who wish to extend their stay whilst on tour and any late additions to the touring party. In either instance simply telephone us with a card number and we'll confirm additional arrangements with the hotel.



BOOKING TERMS & CONDITIONS UK RUGBY TOURS



FIXTURES

- a) Shire Sports Tours arrange and confirm all tour fixtures free of charge but it is the touring team's responsibility to contact each fixture secretary or match day contact at least 2 weeks prior to an agreed fixture to formally introduce your club and discuss arrangements personally. Touring clubs must also satisfy themselves that adequate insurance and Health & Safety measures are in place at each club they play at.
- b) Once fixtures are agreed, host clubs are responsible for all subsequent arrangements e.g. team selection, match officials, preparation of playing surface, refreshments etc.
- c) Shire Sports Tours cannot be held responsible for the cancellation of fixtures, at however late notice and for whatever reason, due to circumstances beyond their control. In the event of a late cancellation, whilst every effort will be made to rearrange the fixture, Shire Sports Tours cannot be deemed liable.
- d) Although every effort will be made to provide fixtures within 25 miles of the tour base, from time to time, where availability demands, fixtures will be suggested beyond this radius.
- e) Occasionally clubs do charge a ground hire fee for hosting fixtures and we will inform touring clubs of any such charges as they arise. Upon approval of such charges it is the responsibility of the touring side to pay either in advance or as otherwise requested by the host club. Cheques in this instance should be made payable to the host club, not to Shire Sports Tours.

Please feel free to contact us if you would like clarification of any of our Booking Terms and Conditions.

