

**Office Use Only**

Tour Code:

Customer Ref:



# Tour Booking Form

Please complete this form and return it to [office@britishhistorytours.com](mailto:office@britishhistorytours.com), as a scanned email or PDF attachment.

Tour Name: .....

Tour Departure Date: .....

Number of People in your party: .....

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## Section 1 - Principal Traveller

Title: ..... First Name: ..... Last Name: .....

Known As: ..... Male / Female (delete as appropriate)

Date of Birth: Day: \_\_\_\_ Month: \_\_\_\_ Year: \_\_\_\_

Home Phone Number:

International Code: ..... Area Code: ..... Phone No: .....

Cell/Mobile Number:

International Code: ..... Area Code: ..... Phone No.: .....

Email Address: .....

Address (Principal Traveller)

Name/Number of House: .....

Street: .....

Town/City: .....

County/State: .....

Postcode/Zip: .....

Country: .....

**Emergency Contact**

Please provide the details of a person who should be contacted in case of emergency.

Emergency Contact Full Name: .....

Relationship: .....

International Code: ..... Area Code: ..... Phone No: .....

Please include the International and Area dialling codes as finding the correct ones could delay us being able to contact your chosen contact in an emergency.

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**Section 2 - Your Party**

Please give the following details for additional travellers in your party.

Fill out their full details on the attached sheet at the end of this form.

Full Name	Date of Birth		
	Day	Month	Year
	Day	Month	Year
	Day	Month	Year

Please state the number of rooms required for your party:

Double Room: \_\_\_\_\_ Twin Room: \_\_\_\_\_ Single Room\*: \_\_\_\_\_

(One Double Bed)

(Two single beds)

(\*Single person supplement applies)

**PLEASE NOTE:** The bedrooms at our accommodation are individual in style and lovely but this sometimes means there are a limited number of twin rooms available. Any requests for a twin room will be fulfilled where possible but cannot be guaranteed.

## Optional Extras

### Room Upgrade

If Room Upgrades are available on your chosen tour, please indicate here that you like to upgrade, at the cost stipulated in the tour details, by placing a tick in this box: [ ]

*Where room upgrades are available but numbers are limited, these will be allocated on a first come first served basis. Payment for the room upgrade is required immediately on confirmation that you have secured an upgraded room, for which you will receive an invoice.*

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## Section 3 - Payment

A 50% deposit is required per person, for all members of your party, payable by the signatory of this form to confirm your booking. The final balance is due 90 days before the commencement date of the tour. 25% of the total per person tour price is the non-refundable deposit amount.

Tour prices are per person, based on 2 people sharing a room. For those travelling alone, a single person supplement of 50% will apply.

On submission of this booking form your booking will be processed and a deposit invoice sent to the email address given for the principal traveller on this booking form. The cost of any room upgrade requested (subject to availability) will be added to the deposit invoice. Payment is required immediately. British History Tours cannot guarantee any booking until both this form and the deposit are received. Payment of your deposit constitutes agreement to the terms and conditions of booking, which can be found on the website next to these forms. If you require a copy to be sent to your email address, please contact us at [office@britishhistorytours.com](mailto:office@britishhistorytours.com).

Bank transfer is our preferred and standard method of receiving payment. If you prefer, we can arrange for you to pay by debit or credit card.

Please indicate the method by which you will be paying:

[ ] Bank Transfer

[ ] Credit/Debit Card

(A surcharge will be applied for card payments and clearly identified on your invoice)

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## Section 4 - Special Requirements

Please use the space below to declare all special requirements which may affect your participation in this tour, including mobility difficulties, food intolerances and allergies.

We do our very best to cater for all but cannot guarantee that you will be able to participate in all activities.

**If you do not declare special requirements before the commencement of the tour you will be charged an additional £225 to cover our administration costs of organising special arrangements during the tour.**

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## Section 5 - Declaration

In your capacity as 'Principal Traveller', please answer the questions below with 'Yes' or 'No' ('Y' or 'N') within the boxes provided.

Please then sign and date below. If you answer 'NO' to any of these questions your booking will remain provisional until resolved:

I have read and agree to the Booking Terms & Conditions.	[ ]
I understand that 25% of the total per person tour price is the non-refundable deposit amount.	[ ]
I have ensured that all members of my group are aware of the need for travel insurance. (Please provide details via this form)	[ ]
I have ensured that all special dietary needs have been communicated to BHT.	[ ]
For my entire party, I have declared to BHT all fitness and/or health concerns which may impact on ability to take part in the tour or endanger any other participant.	[ ]
I understand that my group will make their own arrangements for travel to the 'Pick Up Point' at the beginning of the tour in good time for the stated departure, and from the 'Drop Off Point' at the end of the tour.	[ ]

**Signed in agreement :** SIGN HERE      **Print name:** PRINT NAME HERE

**Date:**

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## Section 6 - Communication

In order to comply with General Data Protection Regulations, we must obtain your express agreement for us to contact you via email. By signing below you agree to receive emails from us. You understand that the email conversations include details necessary for the booking process and essential information regarding the tour onto which you are booked, but may also include a newsletter, marketing information, information related to product. You also understand that you can unsubscribe at any time in line with our Privacy Policy (<https://britishhistorytours.com/privacy-policy>).

If you do unsubscribe you must inform [office@britishhistorytours.com](mailto:office@britishhistorytours.com) otherwise you may not receive important information regarding your tour.

Signature:     :     SIGN HERE    

Date:     DAY/MONTH/YEAR

# **Additional Traveller Information Sheet**

Please use multiple copies of this page, as required.

Additional Traveller No. [ ]

Contact Details (of the additional traveller)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Male/Female (delete as appropriate)

Nationality: \_\_\_\_\_

Home Phone Number:

International Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Cell/Mobile Number:

International Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address:

Name/Number of House: \_\_\_\_\_

Street: \_\_\_\_\_

Town/City: \_\_\_\_\_

County/State: \_\_\_\_\_

Postcode/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Special Requirements: (including mobility difficulties, food intolerances and allergies) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Emergency Contact**

Please provide the details of a person who should be contacted in case of emergency.

Emergency Contact Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

International Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*Please include the International and Area dialling codes as finding the correct ones could delay us being able to contact your chosen contact in an emergency.*

## **Personal & Travel Insurance Details**

Please return this sheet on, or as soon as possible after, booking.

This information is required for safety purposes in case BHT, or other authority, has to contact your insurers in the event that you are unable to. At all times it remains the responsibility of the traveller to ensure they have adequate travel insurance.

Person/s Covered	Insurance Provider /Company Name	Type of Policy (IE: Travel/Medical etc.	Policy Number	Contact Telephone Number*

**\*The contact number should be the number BHT can use in the event that you are unable to. Therefore it MUST include the relevant international and area dialling codes. If you do not provide the relevant codes this could cause a delay.**

## **Where did you first hear about this tour?**

	British History Tours Website
	British History Tours on Social Media
	Google or other search engine
	Other (please specify)

If Other, how?