

# Jon Baines Tours

## Booking Form & Conditions

### For Short Tours and Meetings

Please complete this booking form return to:

**JON BAINES TOURS LIMITED**  
1A Salcott Road, London, SW11 6DQ  
Tel: 0845 1308218 / 0207 223 9485  
Fax: 0845 1308219  
Email: [info@jonbainestours.co.uk](mailto:info@jonbainestours.co.uk)  
[www.jonbainestours.co.uk](http://www.jonbainestours.co.uk)



Jon Baines  
tours

## HOW TO BOOK

To book a place on one of our tours, please complete the booking form and return to Jon Baines Tours with a cheque or credit card details for the deposit of £350. Bookings may be made on the telephone by credit card but we will require a completed and signed form to confirm your reservation.

|                                |                            |                            |   |
|--------------------------------|----------------------------|----------------------------|---|
| <b>TITLE OF TOUR AND DATES</b> |                            |                            |   |
| <b>Extension required?</b>     | Y <input type="checkbox"/> | N <input type="checkbox"/> | <b>Single Room required?</b>                          |
|                                |                            |                            | Y <input type="checkbox"/> N <input type="checkbox"/> |

|                          | 1 | 2 |
|--------------------------|---|---|
| Surname (As on passport) |   |   |
| Other Names              |   |   |
| Title                    |   |   |
| Date of Birth            |   |   |
| Nationality              |   |   |
| Occupation               |   |   |

### CONTACT DETAILS

|   |        |
|---|--------|
| Address   |        |
|   |        |
| Daytime Telephone   | Mobile |
| Home Telephone  | Email  |
| How did you hear of the tour  |        |
| Are you an existing customer?<br>If so please state how many times you have traveled with us in the past. (Excluding this tour) |        |

### PAYMENTS

|  |
|--|
| <p><b>Payment Enclosed by Cheque</b> (Deposit of £350 per person)</p> <p>Cheques should be made payable to <b>Jon Baines Tours Limited</b></p> <p>Deposits for _____ persons. Please find enclosed a cheque to the value of _____</p> <p><b>Payment by credit card</b> (Deposit of £350 per person)</p> <p>We accept payment by Visa and Mastercard. Please note if paying by credit card while there is no charge for deposits, a 3.5% charge will be applied for the outstanding amount of the tour.</p> <p>Name _____</p> <p>Card Number and card type _____</p> <p>Credit Card Expiry Date _____</p> <p>Last three digits on signature strip _____</p> |
|--|

### PLEASE READ CAREFULLY AND SIGN

**I understand that the balance is due 60 days prior to departure. I confirm that I have read and understood the booking conditions. I agree on behalf of all people on this booking form to accept these conditions. I agree that I have the authority of all persons named on this form to make the booking subject to these conditions.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## BOOKING TERMS AND CONDITIONS

Jon Baines Tours Limited arrange all of the study tour featured in the attached brochure. The booking terms and conditions show the commitment that you and we enter into as part of your booking. These conditions, with all the other information in this brochure, form the basis of the contract between us. Please read them carefully.

### PAYMENT

You may pay for your holiday by cheque, bank transfer or credit card

A deposits of £350 is paid to secure your reservation

The balance is payable 60 days prior to departure

We will outline payment dates on the booking confirmation sent out after the deposit is received. We will not send out any reminders in relation to payment.

Failure to pay the balance by the specified time can result in the cancellation of your holiday, and we may charge you the relevant cancellation charge as set out in Clause 3 below.

A contract will come into force between us at the time we send out our confirmation invoice, and until then we shall be under no liability to you whatsoever. If we are unable to accept your booking we shall return your deposit within seven days.

Jon Baines Tours reserves the right to carry any person who, in its opinion, is unfit to travel

### MEMBERSHIP BENEFITS

If you are an existing Jon Baines customer you are entitled to certain benefits each time you book a tour with us which we hope will enhance your journey. We value loyalty and feel it is only right that it should be rewarded.

### FINANCIAL PROTECTION

**AN ATOL IS A GUARANTEE THAT YOUR MONEY IS SAFE**



Jon Baines Tours are ATOL protected, since we hold anairtravellersOrganisers Licence granted by the Civil Aviation Authority. Our ATOL number is 9463

In order to comply with the financial protection requirements of the Package Travel, Package

Holidays and Package Tours Regulations 1992 and the Civil Aviation Authority, we have put in place an insurance policy with The Travel and General Insurance Company. In the unlikely event of our insolvency, you would acquire the benefit of this policy, and it would ensure that payments made by you for your holiday arrangements would be refunded. For further information visit the ATOL website [www.atol.org.uk](http://www.atol.org.uk)

### ALTERATIONS AND CANCELLATIONS BY YOU - PLEASE READ CAREFULLY

If you wish to make any change to your holiday arrangements, we will do our best to accommodate you. Any change is subject to availability, and there may be an additional cost, imposed by our suppliers. You should note that airlines in particular may treat a change to a booking as a cancellation and new booking, and can therefore charge a 100% cancellation fee. Please note that, particularly after payment of the final balance, it may be difficult to amend your booking.

Should you wish to cancel your holiday, you may do so by writing to us, but no cancellation will be effective until such written notice is received by us. Written notice will include notice by letter, email or facsimile. If you cancel, you will be liable to pay the following cancellation charges:

|                        |              |
|------------------------|--------------|
| More than 61 days      | Deposit Only |
| 60 - 31 days inclusive | 50%          |
| 31 days inclusive      | 100%         |

### TRANSFER OF BOOKINGS

You may change your booking up to 60 days before departure by transferring it to another person if you are unavoidably prevented from travelling, and the transferee meets any conditions which may apply to the booking. There may be an administration fee for transferring a booking depending upon the circumstances e.g. issuing a new visa.

### TRANSPORT DELAYS

We have no control over the flight times and other transport departs and therefore cannot guarantee that flights or any other transport will depart at the time specified. In the event of any delay, we are under no liability to you whatsoever to provide appropriate meals etc. Although we will use our best endeavours to arrange for the air carrier or other transport provider to do so, we will not make any such provision. Our tour leader will ensure to the best of their ability that you are made comfortable.

### CHANGES BY US

We reserve the right to make changes to your holiday arrangements after we have confirmed your booking, and if we do so, we will use our best endeavours to inform you before departure and make suitable alternative arrangements.

If we do have to make major changes to your holiday arrangements a change of UK departure airport (not including between airports in London), change to a lower category of hotel or departure date it will only be because we are forced to do so by circumstances beyond our control. In such an unlikely event we will inform you immediately and our objective will be to minimise your inconvenience. We will wherever possible offer you alternative arrangements as close as possible to your original choice. They may be of superior value, at our expense of course or of similar value. In the unlikely event that they are of inferior value (e.g. if only a lower grade hotel is available) we will refund the difference in the holiday price.

You will then have the choice of accepting, taking another available holiday of similar price or cancelling. Should you choose to cancel no compensation will be payable and you will be reimbursed all the monies paid to us.

Clearly such refunds do not apply to changes caused by reason of civil strife, riots, war, threat of war, natural disaster, industrial action, technical problems affecting transport, terrorist activity, closure of airports or similar events beyond our control.

There is a required minimum of participants travelling on our tours. Should the number of participants fall below this number Jon Baines Tours may be forced into the cancellation of the tour and notification will be made 28 days prior to the date the tour is due to commence.

## PRICE VARIATION

The costs of the tour are based on known costs and exchange rates prevailing at the time. We reserve the right to vary the price of your holiday in relation to changes in exchange rates, transportation costs, including the cost of fuel, dues, taxes or fees. We will not vary the price of your holiday less than 30 days before your departure date, but if variations occur before that time, we will absorb or retain an amount up to the first 2% of your invoiced holiday cost. For variations greater than 2%, we will forward an amended invoice detailing the changes.

If we impose a surcharge which means paying more than 10% of your holiday price, you will be entitled to cancel your holiday with a full refund of all monies paid to us. Should you decide to cancel because of this, you must exercise your right to do so within 14 days of the date of our surcharge invoice.

## OUR RESPONSIBILITIES

- (i) Our obligations, and those of our suppliers providing any service or facility included in your holiday, are to take reasonable skill and care to arrange for the provision of such services and facilities. You must show that reasonable skill and care has not been used if you wish to make any claim. Sometimes these standards will be lower than those which would be expected to be found in the UK. The services and facilities included in your holiday will be deemed to be provided with reasonable skill and care if they comply with any local regulations which apply (such as, for example, those of the Civil Aviation Authority), or, if there are no applicable local regulations, if they are reasonable when compared to the local standards and customs.
- (ii) Any flights forming part of the tour arrangements will be subject to the conditions of carriage of the airline concerned. These conditions in most cases limit the airline's liability to the customer in accordance with international law.
- (iii) We do not accept responsibility for death or bodily injury to our clients unless proven by the negligent acts or omissions of our Employees, Agents, Suppliers, or sub contractors while acting within the scope of or in the course of their employment other than any services performed by air and sea carriers. Any such negligence must be proven under English Law in an English Court for any part of the arrangements for your tour as described in the brochure or any excursions arranged by us. It is a condition of the above that you

inform us immediately on your return from the tour of any claim for Personal Injury.

- (iv) If any part of the arrangements booked with us is not provided in the advertised manner we will pay you appropriate compensation if this has affected your travel arrangements. We cannot accept responsibility for war, riots, terrorist activity, government intervention, civil strife, industrial disputes, natural disasters, disease, mechanical or constructional difficulties or technical transport problems and changes due to reasons beyond our control.
- (v) Other than as set out above, and as is detailed elsewhere in these booking conditions, we shall have no legal liability whatsoever to you for any loss, damage, personal injury or death which you suffer arising directly or indirectly from any aspect of your holiday.
- (vi) Tour members must have **valid passports and visas**. In the unlikely event that a tour member is refused entry into a country, Jon Baines Tours will not accept any liability for any losses incurred and our normal scale of cancellation charges will apply. Cancellation will be deemed to have taken place on the date on which we learn of the refusal of visa or permission to enter. Jon Baines Tours Limited accepts no responsibility whatsoever for difficulties arising from incorrect personal documentation e.g. passports.
- (vii) We cannot be liable for any **medical expenses** incurred by you or any loss or additional costs incurred as a result of sickness and injury. You may be covered against such circumstances on your insurance policy.
- (viii) We cannot be held responsible for any loss or damage to baggage, personal effects, money or documents.

## SPECIAL REQUESTS

If you have any special requests, you should inform us of such requests. We will advise the relevant supplier of any such requests but we cannot guarantee that they will be met. Furthermore, we have no liability to you if such requests are not met.

## HEALTH

We issue advice on health and inoculations on our detailed pre-departure notes, which you will receive in good time before departure. We also strongly recommend that our clients consult their GP for advice on immunisation.

## COMPLAINTS

If you are in any way dissatisfied with any aspect of your holiday, you must notify our local representative or tour leader as soon as possible and subsequently in writing within 30 days of your return. If you do not give us such notice of complaints we cannot accept any responsibility for that matter.

## BEHAVIOUR

We reserve the right at our absolute discretion to terminate your holiday if your behaviour is likely, in our opinion or that of our employees or suppliers, to cause distress, damage, annoyance or danger to our employees or to any third party, or their property. If you are prevented from travelling on an aeroplane because in the opinion of any person in authority at the airport, you appear for whatever reason unfit to travel, we have no further responsibility for your journey or your holiday, including any return flight. We will impose full cancellation charges and will not give any refunds. Furthermore, we will be under no obligation whatsoever to pay you compensation or cover any costs you may incur as a result of having to make alternative arrangements.

## INSURANCE

You are required to have travel insurance to travel on a Jon Baines Tour. Although we do not issue insurance we are happy to offer advice.

## DATA PROTECTION

We will provide your personal information, as well as any personal information you provide in relation to the persons whose travel arrangements have been requested by you, to suppliers and carriers that might be located outside the UK and/or EU, to enable the operation of the services requested by you. If you make special requests, which include, but are not limited to, special dietary, religious, or disability related requirements which constitute sensitive information, the relevant data will also be passed to the relevant suppliers and carriers to enable provision of the services requested by you.

## THIS AGREEMENT SHALL BE GOVERNED IN ALL RESPECTS BY THE LAWS OF ENGLAND

