

Please complete this form
and return it to:
Pax Travel Ltd
152 - 156 Kentish Town Road
LONDON
NW1 9QB



Tel: 020 7485 3003
Fax: 020 7485 3006
Email: info@paxtravel.co.uk
Website: www.paxtravel.co.uk

BOOKING FORM AND CONDITIONS.
PLEASE READ CAREFULLY.

PLEASE COMPLETE ALL SECTIONS CLEARLY IN BLOCK CAPITALS
ALL THE INFORMATION WE ASK FOR IS ESSENTIAL.

PERSON MAKING BOOKING: (NB: By law we can correspond with this person ONLY).

Title _____ Forename _____ Surname _____

Address _____

Postcode _____

Tel: _____ E-mail: _____

**ARCHCONFRATERNITY OF
ST STEPHEN
Guild Visit to
ROME & ASSISI
Led by FR DENNIS TOUW
22 - 29 AUGUST 2009**

Only those persons that are resident at the above address should be entered in the PERSONS TRAVELLING box. If you or another person at your address have agreed with someone on the tour who is resident elsewhere to share a room please write the name of that person in the space provided here:
Do not write the name in the PERSONS TRAVELLING box below.

I wish to share a room with:

* = Delete as applicable, throughout this page.

Ref. 14/07/08

PERSONS TRAVELLING VERY IMPORTANT - NAMES MUST BE AS SHOWN IN THE PASSPORTS			Nationality of passport	Date of birth	Room Required: (eg: Twin share, single, triple)	I accept TGIC travel insurance
Surname	First Name	Title				
1)						Yes* or No*
1) Passport details - No:			Date of issue:	Expires:	Country of Issue:	
2)						Yes* or No*
2) Passport details - No:			Date of issue:	Expires:	Country of Issue:	

INSURANCE: Please delete Yes or No above as applicable. We do insist that you have comprehensive travel insurance, whether it be with TGIC or another company. If not taking out TGIC, you **must** provide the following details (**You must not travel against medical advice**):

Company(ies): _____ Policy no(s): _____

SPECIAL REQUESTS (for diet, disability, etc.)

Wheelchairs. You must advise us if you are taking any sort of wheelchair. If you are and it is non-motorised, you must name the able-bodied person who is to accompany you and push the wheelchair throughout the tour. You must supply details of motorised wheelchairs.
Special diets. We cannot guarantee your specific food requirements will be met. You should take your own supplies as back-up.

THE RELEVANT DEPOSIT (See our brochure) **per person (plus the insurance premium if TGIC's insurance cover has been requested. YOU MUST PAY THE PREMIUM AT THE TIME OF BOOKING)** must be submitted with this form for the booking to be confirmed by us and are not refundable by Pax Travel if you decide to cancel. Payment for the deposit & insurance should be in a single cheque (or credit card payment) payable to **Pax Travel Ltd**.

I have read & understood the attached insurance Important Declaration and Pax Travel's Booking Conditions and accept them on behalf of those persons named above.

Signature of the person making the booking: _____ Date: _____

Please list those named above who are Altar Servers _____

Details of Guild Branch: _____ Dedication of Church: _____

Address of Church: _____

I confirm that the person named above is a regular server at the above church (To be signed by the Parish Priest or Guild Chaplain)
Name _____

NB If under 18 years of age on 22nd August 2009 the following consent form must be completed by a parent or guardian.
Parental Consent (To be completed if applicant is under 18 years of age on 22nd Aug 2009 and not travelling with a parent or guardian).
I hereby give my consent to my son/daughter taking part in the Guild's "visit to Rome and Assisi" in August 2009. I confirm that he/she has adequate insurance cover.

Date: _____ Signed: _____ Relationship: _____

For Pax Travel use only	Amount	Form of Payment / Auth. No.	Date Received	Ins. Cert. No.
Rct / ins / Hints / BC: Sent	£	Chq / Cash / Card:		
Rct / ins: Sent	£	Chq / Cash / Card:		
Rct: Sent	£	Chq / Cash / Card:		

PAYING BY CREDIT/DEBIT CARD (Complete this section ONLY if you wish to pay the deposit and/or balance by credit/debit card).

I wish to make my payment by Visa credit card*/Mastercard*/JCB*/American Express*/Maestro*/Solo*/Visa debit card*.

I accept that any monies (other than deposits and insurance premiums) paid by Visa credit card/Mastercard/JCB/American Express are subject to surcharges as detailed in section 14 of the booking conditions.

Card Holder: _____ Card No: _____

From Date: _____ Expiry Date: _____ Security No: _____ Switch Issue No: _____

I do* / do not* authorise Pax Travel to debit the above card for the balance payment 2 months before departure.

Cardholder's signature: _____

Amount to be debited now: £ _____

Travel & General Insurance Company plc Tel: 0845 345 3456

Travel insurance is a vital aspect to booking a holiday, giving you protection against unforeseen circumstances that could otherwise spoil your holiday. It is important that you purchase travel insurance that properly covers your participation in whatever activities you may undertake at the time that you make your booking. To assist you with this, we have arranged competitive travel insurance from Travel & General Insurance Company plc (TGIC) to specifically meet your needs on your tour.

To arrange cover simply indicate on the front of this booking form that you accept Travel & General Insurance Company plc and include the premium with your deposit.

Should you decide not to purchase the insurance we offer, you must provide us with details of your alternative insurance.

The schedule of the cover below sets out a summary of the cover provided by our tailored insurance. The cover is underwritten by Travel & General Insurance Company plc, except for Section K (Legal expenses), which is underwritten by DAS Legal Expenses Insurance Company Ltd. Both insurers are authorised and regulated by the Financial Services Authority.

Single trip policy. Schedule of cover.

Section		Sum insured per person	Excess per person
Standard cover			
A	Cancellation	Up to £5,000	£50
	Curtailed	Up to £5,000	£50
B	Emergency medical repatriation and associated expenses abroad	Up to £5,000,000	£50
	Search and Rescue	£50,000	Nil
	Hospital benefit	£20 for each 24 hour period to a maximum of £500	Nil
C	Emergency assistance in the U.K.	Up to £2,000	£50
D	Personal accident	Up to £25,000 (Age limits apply)	Nil
E	Delayed departure		
	Abandonment	Up to £5,000	£50
	Travel delay	£20 for first 12 hours and £10 each subsequent 12 hours to a maximum of £100	Nil
F	Personal possessions	Up to £2,500	£50
	Single item limit	£400	
	Valuables limit	£500	
	Delay baggage (after 12 hours)	Up to £100	Nil
	Travel documents	Up to £500	£50
G	Personal money	Up to £250	£50
H	Hijack	£50 for each 24 hour period to a maximum of £500	Nil
I	Mugging	£50 for each 24 hour period to a maximum of £500 (In addition to the hospital benefit)	Nil
J	Personal	Up to £2,000,000	£250
K	Legal expenses	Up to £25,000	Nil

Premiums - You must pay the premium at the time of booking for travel to Europe including Israel

Period - Up to 10 days, Adults (19 to 90 years old) = £27 Children under 2 years old are free if travelling with an adult insured with TGIC. Children 2 to 18 years old pay 50% of the adult premium if travelling with and adult insured with TGIC.

IMPORTANT DECLARATION - Please read this carefully

An insurance policy can only provide cover in respect of an event/occurrence which is sudden, unforeseen and beyond your reasonable control. Therefore any facts known to you, which could possibly result in you having to make a claim, must be disclosed otherwise you may not be covered. In addition, anyone named and insured under this policy must be able to make the following declaration (The legal guardian must make the declaration for anyone under the age of 18 years old):

- I am not receiving treatment, including regular medication, within the last 12 months for any condition, nor at any time for any heart related or cancerous condition;
- I have not been seen by a specialist nor been admitted to hospital overnight in the last 12 months (other than for regular check ups);
- I have not been diagnosed by a registered general practitioner as having a terminal condition;
- I am not waiting for, nor have the knowledge of, the need for an operation, hospital consultation nor any other treatment (including regular medication) nor investigations including the results of a routine test;
- I do not have any other pre-existing and on-going medical condition(s) that could reasonably be anticipated to give rise to a complication needing medical intervention prior to or during a journey (If in doubt check with your general practitioner);
- I am not aware of anybody for whom I would be covered for cancellation and curtailment, such as immediate family or travelling companion, suffering from any pre-existing medical condition(s) that may cause me to cancel or cut short my journey;
- I do not know of any circumstances that could reasonably be expected to give rise to a claim under this policy.

If you cannot make this declaration when you take out this insurance, you must contact Healthcheck on 0845 408 0585.

A policy document that fully defines the cover, conditions and exclusions will be sent to you with your booking confirmation, When you receive your policy, please take the time to read it carefully to ensure you understand what is and what is not covered, and that all activities you may wish to participate in are included. If it does not meet your requirements, please return the policy to Pax Travel within 14 days of the date of issue and we will refund the premium in full, provided you have not travelled or made a claim.

Failure to comply with the terms and conditions of the policy may result in cover being restricted.

**Your contract is with Pax Travel Ltd. Co. Reg. No. 1350317
152 – 156 Kentish Town Road, LONDON, NW1 9QB**

1. When you make your booking you must complete a booking form, accepting on behalf of all your party the terms of these booking conditions and pay the relevant deposit per person.
2. The balance of the price of your holiday must be paid at least 2 calendar months before your departure date. If the balance is not paid in time we reserve the right to cancel your holiday, retain your deposit and apply the cancellation charges set out in paragraph 6 below.
3. The air holidays and flights in our brochure are ATOL Protected, since we hold an Air Tour Organiser's Licence granted by the Civil Aviation Authority. Our ATOL number is ATOL 3011. In the unlikely event of our insolvency, the CAA will ensure that you are not stranded abroad and will arrange to refund any money you have paid to us for an advance booking. For further information, visit the ATOL website at www.atol.org.uk. All tours that do not include flights in their itinerary are bonded by AITO Trust Ltd.
4. All special requests must be made to us in writing. Special requests you have made will be passed on by us to the relevant service providers (e.g. airlines, hotels, restaurants). While we will do our utmost to ensure that requests are passed on, we cannot guarantee that the requests will be possible in all cases, and we will not be held responsible for requests which are not carried out, or not fulfilled to your satisfaction. In the case of dietary requests, it will be helpful if you let us know exactly what you are able to eat.
5. If, after our confirmation has been issued, you wish to change to another of our holidays or change the departure date, we will do our utmost to make the right changes, provided that notification is received in writing at our offices from the person who signed the booking form at least 6 weeks before departure. A payment of £30 will be levied to cover our administration costs. Alterations cannot be made within 6 weeks of departure and any request for an alteration will be treated as cancellation of the original booking and will be subject to the cancellation charges set out in paragraph 6 below. Please note that certain travel arrangements cannot be changed after a reservation has been made and any alteration request will incur a 100% cancellation charge.
6. You, or any member of your party, may cancel your holiday at any time providing that the cancellation is made by the person signing the booking form and is communicated to us in writing. As this incurs administrative costs, we will apply cancellation charges up to the maximum shown below.

<u>Period before departure which written cancellation is received</u>	<u>Amount of Cancellation charge shown as a % of the holiday price</u>
More than 42 days	Deposit only
29 - 42 days	30%
9 - 28 days	60%
More than 24 hours - less than 8 days	95%
Less than 24 hours	100%

Note: If the reason for cancellation is covered under the terms of an insurance policy, you may be able to reclaim these charges.

7. Complaints concerning any aspect of the tour or your dealings with Pax Travel, should be sent in writing to our Customer Services Department at 152 – 156 Kentish Town Road, LONDON, NW1 9QB giving your original booking reference number and all other relevant information. Complaints must be received no later than 7 days after the return date of the tour. If you have a problem during your holiday, please inform the relevant supplier (e.g. hotel) and Pax Travel Representative (or Group Leader, if there is not a Pax Travel Representative) immediately who will endeavour to put things right. If your complaint cannot be completely resolved locally, you must write a detailed report before the end of the tour. Please follow this up within 10 working days of your return home by writing to the address above. It is a condition of this contract that you communicate any problem to the supplier of the services in question AND to our representative whilst in resort and make a written report, if we are unable to solve the problem at the time. If you fail to follow this simple procedure we cannot accept responsibility as we have been deprived of the opportunity to investigate and rectify the problem.

8. (i) Tours to the Middle East and South America are based on an exchange rate of £1 x US\$1.85. If the rate falls below £1 x US\$1.78 Pax Travel reserves the right to impose an equivalent surcharge. Tours to the Euro-zone are calculated at an exchange rate of £1 x €1.32. If the rate falls below £1 x €1.25, we will absorb an amount equivalent to 2% of any fall in the exchange rate.

(ii) The price of your travel arrangements is subject to surcharges for increases in transportation costs such as fuel, scheduled airfares and any other airline surcharges which are part of the contract between airlines (and their agents) and the tour operator. Also, government action such as increases in VAT or any other price government imposed increases. Even in this case we will absorb an amount to 2% of the basic price of your travel arrangements, which excludes insurance premiums and any amendment charges.

9. It is unlikely that we will need to make any changes to your holiday, but we do plan the arrangements many months in advance. Occasionally changes may be made, which we reserve the right to do at any time. Most of these changes are minor, and we will advise you or your Group Leader at the earliest possible date. Flight timings, carriers, aircraft types and airports of destination in the brochure are subject to change as a result of airline procedures and these details are given for guidance only. Final details will be shown on your Final Instructions sheet. If a major change becomes necessary, we will inform you or your Group Leader as soon as possible if there is time before departure. When a major change occurs (such as the alteration of your outward/return flights by more than 12 hours, changes of resort or reduction in the standard of accommodation) provided it does not arise from circumstances amounting to force majeure (see below), you will have the choice of either accepting the change of arrangements, taking another available holiday from us, or cancelling your holiday and receiving a full refund. In all cases we will pay compensation as detailed below:

<u>Period before departure within which a major change is notified to you or your Group Leader</u>	<u>Compensation per person</u>
22 - 42 days	£20
Under 21 Days	£30

IMPORTANT NOTE: Compensation will not be payable if we are forced to cancel or in any way change your holiday due to war, threat of war, riot, civil dispute, terrorist activity, natural or nuclear disaster, fire, adverse weather conditions or other circumstances amounting to force majeure.

10. We reserve the right in any circumstances to cancel your holiday, and all holidays operate subject to a minimum number of participants. However, in no case will we cancel your holiday less than 6 weeks before the scheduled departure date except for reasons of force majeure or failure on your part to pay the final balance. In circumstances where we are unable to provide the holiday booked, we will offer an alternative holiday of comparable standard and if a cancellation occurs within 6 weeks of departure, compensation on a similar scale to that shown in paragraph 9.

11. (i) We accept responsibility for ensuring the holiday which you book with us is supplied as described in our brochure and the services offered reach a reasonable standard. If any part is not provided as promised, we will pay you appropriate compensation if this has affected the enjoyment of your holiday. We accept responsibility for the acts and/or the omissions of our employees, agents and suppliers except where they lead to death, injury or illness. Our liability in all cases shall be limited to a reasonable sum, and in no circumstances shall be greater than the contract price.

(ii) We accept responsibility for death, injury or illness caused by the negligent acts and/or omissions of employees or agents together with our suppliers and sub-contractors, servants and/or agents of the same whilst acting within the scope of, or in the course of their employment in the provision of your holiday. We will accordingly pay to our clients such damages as might have been awarded in such circumstances under English Law.

(iii) In respect of carriage by air, sea and rail and the provision of accommodation our liability in all cases will be limited in the manner provided by the relevant international convention.

12. If any client suffers death, illness or injury whilst on tour arising out of an activity which does not form part of the inclusive holiday arrangements or excursion arranged through us, we shall, at our discretion offer advice, guidance and assistance to help you in resolving any claim you may have against a third party, provided we are advised of the incident within 90 days of the occurrence. Where legal action is contemplated and Pax Travel Ltd's assistance is required our authority must be obtained prior to commencement of proceedings and be subject to your undertaking to assign any costs recovered or any benefits received under an appropriate insurance policy to ourselves. Our costs in respect of the above on behalf of you and your party shall not exceed £5,000 in total.

13. When you travel with a particular carrier, the conditions of that carrier apply, some of which may limit liability. The tour brochure and this booking form are the responsibility of Pax Travel Ltd and are not issued on behalf of, and do not commit the airlines mentioned therein or any airlines whose services are used in the course of the tour. Please note that in accordance with Air Navigation Order, an infant must be under 2 years of age on the date of their return flight, to qualify for infant status.

14. We levy a surcharge of 1.5% on all credit card payments, except American Express, where the surcharge will be 2%. This does not apply to the payment of deposits and insurance where there will be no surcharge for any credit card or American Express. Payments by Maestro/Solo/Visa debit cards are not subject to any surcharge.

15. This contract is made on the terms of these booking conditions which are governed by English Law and both parties submit to the jurisdiction of English Courts at all times.

Please detach and keep these booking conditions for your own reference. Take them on holiday with you.

Amended 14 July 2008