

HOTEL ACCOMMODATION BOOKING FORM

Name of Event	
Lead Name & Company (if applic)	
Address	
Phone	
Fax	
E-mail	

Accommodation Requirements

Please reserve _____ single/ _____ twin/ _____ double rooms at the _____ hotel
(Please continue on another sheet if necessary)

Date commencing _____ and departing _____ for _____ nights stay and

in the names of _____

_____ My second choice hotel is _____

Payment	Deposit (non refundable): £25.00 per room or full payment within 8 weeks of arrival. Payment can be made by Pound Sterling Cheque made out to Agricultural Travel Bureau Ltd, Debit card (switch/delta credit card (Visa/Mastercard +1.75%, Amex +3%), or bank transfer directly into our account: Barclays Bank Plc, Level 4, 1 Chapel Quarter, Maid Marian Way, NOTTINGHAM, NG1 6HQ. Sort code : 20-50-21. A/C no: 00008540.
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Debit/Credit Card Payments:

Cardholders Name:	Cardholders Signature:
Card Type (i.e. Visa)	Card No:
Valid From:	Valid to:
Address registered to(inc postcode):	
Issue Number if applicable	Security Code (last 3 digits on reverse)

BOOK EARLY TO AVOID DISAPPOINTMENT!

IF YOU WOULD LIKE US TO LOOK AT TRAVEL FOR YOU, PLEASE FILL IN DETAILS BELOW AND WE WILL CONTACT YOU WITH THE RELEVANT INFORMATION:

TRAVEL Air/Rail/Coach	Departure Point	Departure Date/Time Approx	Return Date/Time Approx	No. of Seats	Class of Travel

BOOKING CONDITIONS

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

1. Accommodation reservations, deposits and balances.

To make a reservation, a non refundable deposit of £25.00 per room 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. (Competitive hotel prices have been negotiated, therefore pre-payment is required prior to your stay.) Non-receipt of the balance on the date due will result in the accommodation being liable for cancellation.

2. Change of booking by you.

Should you wish to change your accommodation 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 of £10.00 per room will be charged per alteration to cover administration costs. Name changes will incur a charge of £5.00 per alteration. If you make any change to your booking after the balance due date, then the hotel may also charge a fee, of which we will advise you.

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 - Accommodation only – Loss of deposit

Less than 56 days - As above + any cancellation fee levied by hotel (100% cancellation charge may apply if rooms cancelled within 7 days of arrival)

4. Alteration to confirmed booking by us.

It is unlikely that we will have to make any change to your accommodation 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 if there is time before your arrival. When a major change occurs (such as moving you to a different hotel), you will have the choice of either accepting the change of arrangements, or cancelling your accommodation and receiving a full refund.

5. Your responsibilities.

a) Please note that upon arrival at your hotel, you may be asked for a credit card imprint or a cash deposit to cover any additional expenses incurred during your stay.

b) If you fail to check in at your hotel on your arrival date, please be aware that the hotel will treat this as a 'no-show' and your booking will be cancelled in full for the duration of your stay unless you inform them or ATB of your delay. No refund will be given for 'no-shows' as the hotel may not be able to re-sell the room.

c) Any name changes or cancellations made after the start date of your booking must be made with the hotel and you must also notify ATB of your changes.

6. Complaints

We hope that you have an enjoyable and trouble free stay however things can and do go wrong. Any cause for complaint must first be notified to the provider of the service (the hotel). If your problem is not resolved to your satisfaction then you must notify ATB within 14 days of your return by sending your complaint to Agricultural Travel Bureau Ltd, 14 Chain Lane, Newark, Notts, NG24 1AU. We cannot accept responsibility if you fail to notify the complaint in accordance with these conditions

Please note that all bookings and arrangements are made between yourself and ATB. The event organisers have no involvement in this process or any responsibility for it.