

BOOKING FORM



Details of tour

Your details

Tour title

Departure date

Name (as it appears in your passport) Mr/Mrs/Ms/Miss

Address for correspondence

Daytime tel. Evening tel. Email

Accompanying passengers

Age range of all passengers

Mr/Mrs/Miss/Ms

20-40

40 - 60

Mr/Mrs/Miss/Ms

60-80

Over 80

Address if different from above please complete overleaf

Temple World Booking Conditions

These conditions are construed in accordance with English Law and are subject to the sole jurisdiction of the Courts of England and Wales.

1. When you make a booking you must complete a booking form accepting on behalf of all your party the terms of these booking conditions and pay a deposit of £200 per person, unless specified otherwise (Galapagos £400). If a booking is made within 8 weeks of departure the full amount of the tour must be sent with the completed form. Travel insurance is NOT included. Please indicate on the booking form should you wish to take out our insurance (see 15 below on insurance). A contract will exist when we issue our confirmation invoice. The balance is payable 8 weeks before the specified departure date. The booking is not accepted until the date shown on the confirmation invoice which we will send to you. If the booking is not accepted the deposit will be refunded. Cancellation or alteration by a customer of an accepted booking will be subject to the provision of paragraphs 4 and 6 of these conditions. In special circumstances we may not exercise our right to hold the deposit forfeit.

2. Every effort will be made to operate all tours as advertised but the Company reserves the right at its discretion to modify or cancel any flight, accommodation or arrangement. It is unlikely that we will make any changes to your holiday, but we do plan many months in advance. Sometimes we may need to make changes which we reserve the right to do at any time. We cannot guarantee that every part of the itinerary advertised in the brochure will be followed or the duration of each visit along the route will be as advised. IMA reserves the right to decide whether to omit any visits or parts of the itinerary, where to include additional visits, whether to deviate from the advertised itinerary, to substitute or replace the advertised guest lecturer or to change cruise vessels without notice. Provided such a decision is reasonably taken, IMA shall be under no obligation or liability to the Client. Most changes are minor, but where they are significant, we will inform you when you book, or, if you have already booked, as soon as reasonably possible if there is time before your departure. If a major change becomes necessary, we will inform you as soon as reasonably possible if there is time before departure. A major change is one we make to your holiday arrangements before departure that involves changing the time of departure or return by more than 12 hours, or offering accommodation of lower category. You then have the choice of either

- accepting the changed arrangements as notified to you
- purchasing another available holiday from us
- cancelling your holiday.

If in these particular circumstances you cancel, all money paid to us will be

refunded to you. We also reserve the right in any circumstances to cancel your holiday and, in this event, we will return to you all money you have paid us or will offer you an alternative available holiday to purchase of comparable standard. Please note that we are not liable for any consequential financial loss or incidental expenditure other than the holiday price stated in the confirmation invoice.

3. If war or terrorist activities, either threatened or actual, industrial action either threatened or actual, civil unrest, closure of airports or any other event outside the control of the Company either delays or extends the tour or compels a change in the tour arrangements, the Company cannot accept liability for any resulting loss, damage or expense and any refund will be subject to the deduction of reasonable expenses.

4. If you do not pay the balance of the tour price at the prescribed time, the Company reserves the right to cancel the booking. In this event, or if you cancel the arrangements after the booking is accepted, the deposit will be forfeited. Any cancellation by you of a definite reservation must be notified to us in writing and will take effect on the day this is received by us. If cancellation occurs 60 days or less before the departure, the following cancellation charges will be payable by you:

Note: If the reason for cancellation is covered under the terms of your insurance policy, you will be able to reclaim these charges, less excesses and insurance premiums.

Where private tours are arranged by us, the cancellation policies and charges of the various lodges, hotels etc. shall also apply.

<i>Period before departure date within which written cancellation notice is received by Temple World</i>	<i>Cancellation charge payable as a percentage of the total (including deposit paid)</i>
More than 60 days	Deposit only
30-60	45%
15-30	75%
14 days or less	100%

Note: Because of ship charter, for Galapagos & Antarctic tours the deposit is £400. For such tours, cancellations made more than 60 days in advance of travel incur a cancellation charge of the deposit only. Cancellations made 60 days or less before the departure date will incur 100% cancellation charge.

Single room

Insurance

I/We require single room/s

Please send me/us an insurance form

Dietary requirements

Signature

Cheque or Credit Card Details

ATOL

I have read and agreed to the booking conditions *I/we enclose a deposit of £*
on behalf of all those listed overleaf

Signed

Date

(£200 per person payable by credit card or cheque

Note: Galapagos £400)

I/we wish to pay the balance by credit card/cheque



**Please return the completed form and
deposit cheque/credit card details to:**

Credit card details

Temple World Limited
13 The Avenue, Kew, Richmond, Surrey
TW9 2AL United Kingdom
Telephone (44) [0] 20 8940 4114
Facsimile (44) [0] 20 8332 2456
Email: info@templeworld.com

Visa/Mastercard/American Express (underline)

Name of card holder

Card number

Expiry date

Security number

Temple World Ltd holds an Air Travel Organiser's Licence (ATOL) issued by the Civil Aviation Authority (UK) which requires a full financial bond for all customers' money held



5. Unless specified otherwise the minimum number of persons required for most tours to take place is 10. If this is not achieved, we reserve the right to continue to operate (with local guides instead of a tour manager or guest leader) or to cancel the tour no later than 7 weeks prior to departure in which case all moneys paid to us for the tour will be refunded

6. In most cases it is possible to extend your return flight date for little or no extra cost. However, this should be done when booking as availability of seats is not guaranteed. If you extend your holiday you will be responsible for making your own arrangements for accommodation, transfers, etc. once the main tour has ended. Circumstances may arise whereby after you have booked you may wish to transfer to another holiday, depart on a different date or make other alterations to your original booking. If we have confirmed your original booking and you then wish to change or alter any detail on the booking form we shall be obliged to charge an amendment fee of £25 per person. We would also be very happy to make extra hotel bookings or internal flights where possible but again would charge an administration fee of £35 per person.

7. Any flight, scheduled or otherwise, forming part of the arrangements will be subject to the Conditions of Carriage of that airline. Some of these will limit or even exclude liability. These conditions are the subject of International Agreements between countries.

8. With respect to flight delay, flight timings are provided by airlines. They are subject to air traffic control restrictions, weather conditions, the need for constant maintenance and the ability of passengers to check in on time. There is no guarantee that the flights will depart at the time shown either in the brochure or on the ticket. IMA does not have any liability to you for any delay which may arise in this regard. In the event of a flight being delayed, be it outward, onward or homeward, the relevant airline is responsible for making other arrangements, depending on the time of day & duration of the delay. However, we strongly urge you to ensure that flight delay is included in your insurance. The current Extrasure insurance policy obtainable through us (details will be sent on request) will pay (should the delay or cancellation be outside the control of the insured) a compensation of £20 for the first full 8 hours delay in arrival at the final destination and £10 for each additional 8 hours delay up to £100 total. Delay will be calculable on the period from the scheduled time of arrival at destination to the actual time of arrival. Claims will be excluded if:

a) the insured person fails to check in at the airport or port of departure according to the official itinerary supplied to him

b) the insured person fails to obtain written confirmation from the carriers (or their agents) of the number of hours delay and the reason for such delay.

9. The Company is only liable for loss of or damage to baggage caused directly by its negligence. Valuable items are at all times at the customer's risk and should be insured accordingly.

10. In the event of any dissatisfaction with the accommodation or other service provided by the Company the matter must be reported immediately to the guest leader or local representative so that action can be taken to remedy the problem. Unless the Company is given such notice it can accept no responsibility.

11. The prices quoted for tours are based on known costs and exchange rates when tours are planned and according to tariffs and exchange rates at 2 January 2007. The Company reserves the right to levy a surcharge in the event of any material variation in costs and rates such as transportation costs and fuel, dues, taxes or fees or exchange rates applied to particular purchases. Even in such cases, we will absorb an amount equivalent to 2% of the holiday price (excluding insurance premiums and any amendment charges). Only amounts in excess of this 2% will be surcharged. If this means paying more than 10% on the holiday price you will be entitled to cancel the holiday with a full refund of all money paid, except for any premium paid to us for holiday insurance. Should you decide to cancel because of this, you must do so within 14 days from the issue date printed on the invoice which includes the surcharge. Since we have to absorb increased costs equivalent to 2% of the holiday price, there will be no reduction in the holiday price in the event of a favourable variation in exchange rates. Prices will not be increased within 20 days of departure.

12. All prices are quoted on the basis of two persons to a room. Single room accommodation is limited and may not always be available. If you are travelling alone but wish to share, we shall endeavour to find a suitable companion but if this is not possible a single room supplement will be charged.

13. If flights from the UK are included in the brochured tour price, the UK Government tax for flights departing from the UK is included. However, for privately arranged tours tax is not included and will be added to your invoice.

14. The Company expressly disclaims any liability for loss, damage or inconvenience arising out of the act or failure or neglect of any third party including (but not limited to) airlines and ground handlers.

15. **All clients MUST have adequate travel insurance, specifically cancellation insurance in case of illness or other valid reason. Insurance covers the loss of deposit and other money paid which may be forfeit under 4 above. Clients over 80 may be asked to provide a doctor's note.**

You should also have medical insurance for travel abroad. You may choose to insure through us. If you make your own arrangements, we will require you to give us full particulars including the insurance contact telephone number.