

TRADE TRAVEL - INTERNATIONAL PASSENGER BOOKING FORM



This Passenger Booking Form is to be completed by each individual passenger.
Please print your details clearly using **BLOCK LETTERS**.

RESERVATION FORM & BOOKING CONDITIONS

Club Name: Donald Simpson Centre

Date: _____

Tour Name: Cook Islands

Tour Departure Date: Wednesday 15 May 2019

TOUR PASSENGER DETAILS: *Please include a photocopy of your Passport with this Booking Form.*

Important - Please use legal names and information as reflected on your passport to complete the following:

Title: _____ First Name: _____

Title: _____ First Name: _____

Preferred Name (For Badge): _____

Preferred Name (For Badge): _____

Last Name: _____

Last Name: _____

Do you require a Trade Travel Name Badge: Yes No

Do you require a Trade Travel Name Badge: Yes No

Address: _____

Address: _____

Town/City: _____

Town/City: _____

State: _____ Post Code: _____

State: _____ Post Code: _____

Phone: _____

Phone: _____

Mobile: _____

Mobile: _____

Email Address: _____

Email Address: _____

Frequent Flyer Program: _____

Frequent Flyer Program: _____

E.g. Qantas, Velocity

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Frequent Flyer No.: _____

Frequent Flyer No.: _____

Rooming Type: Double
 Twin
 Single Supplement

Rooming Type: Double
 Twin
 Single Supplement

Sharing With: _____

Sharing With: _____

SPECIAL REQUIREMENTS:

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Dietary/Medical (e.g. Gluten Free/Sleep Apnea): _____

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Special Needs: e.g. Ground Floor _____

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Can you climb stairs? Yes / No

Can you climb stairs? Yes / No

Can you get into and out of a boat, train or bus? Yes / No

Can you get into and out of a boat, train or bus? Yes / No

Can you climb into a bath? Yes / No

Can you climb into a bath? Yes / No

PASSPORT INFORMATION:

PASSPORT INFORMATION:

Passport Number: _____

Passport Number: _____

Country of Issue: _____

Country of Issue: _____

Date of Issue: _____ Date of Expiry: _____

Date of Issue: _____ Date of Expiry: _____

Date of Birth: _____

Date of Birth: _____

NEXT OF KIN - EMERGENCY CONTACT:

NEXT OF KIN - EMERGENCY CONTACT:

Full Name: _____

Full Name: _____

Address: _____

Address: _____

Contact Details: _____

Contact Details: _____

Please sign below to acknowledge that you have read, understood, and accepted the Trade Travel terms & conditions.

Signature: _____ Date: _____

Signature: _____ Date: _____

PLEASE POST YOUR COMPLETED FORM TO TRADE TRAVEL

Victoria: PO Box 1137 Mildura VIC 3502 | **Queensland:** PO Box 1715 Noosaville BC QLD 4566

Freecall: 1800 034 439 | **Fax:** 03 5022 7993 | **E-mail:** groups@tradetravel.com

Website: www.tradetravel.com.au | **ABN:** 91 061 591 375

TRADE TRAVEL PASSENGER PAYMENT FORM



PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: _____

Passenger 2 Full Name: _____

Tour Details: Cook Islands with The Donald Simpson Centre _____

PAYMENT DETAILS:

Would you like your receipt emailed: Yes No

Payment Type

Deposit Full Payment

Payment Method Direct to Trade Travel

Cash Amount \$ _____

Cheque Amount \$ _____

Cheque No: _____

Direct Deposit Amount \$ _____

Date Deposited: _____

NAB BSB No: 084 917 Account No: 86382 1525

Account Name: Trade Travel Client Trust Account

*** Please use your name & tour destination as the reference e.g. Jones - Cook Islands**

Credit Card Amount \$ _____

Visa (incurs a 1% surcharge)

MasterCard (incurs a 1% surcharge)

Amex (incurs a 1.85% surcharge)

(Please note: We do not accept Diners Club Card)

TO HELP PROTECT YOUR SECURITY!

If you wish to pay using your credit card please tick the appropriate box above and advise amount.

Once we receive your payment form we will give you a call and process your credit card payment over the phone.

PASSENGER DECLARATION:

By completion and return of this form, I hereby verify all the above details are true and correct to the best of my knowledge and consent to the Tour Leader forwarding my payment details on my behalf for the arrangements of my tour.

Signature: _____ Date: _____

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GROUP TERMS & CONDITIONS

HOW TO CONFIRM YOUR PLACE ON THE TOUR

A \$500.00 deposit will be required for this tour by nominated deposit date. Payment of your deposit and the signed booking form will secure your place on the tour and you will receive confirmation in writing. The balance of your tour is payable 90 days prior to your tours departure. For bookings made within 90 days, full payment is required immediately. If payment is not received by the due date, Trade Travel reserves the right to cancel your place on the tour and you will incur cancellation fees.

CHANGES TO YOUR BOOKING

Any changes to your booking once the deposit has been received will incur an amendment fee of \$75.00. Bookings changed within 90 days of departure will be subject to the \$75.00 fee plus any additional charges levied by airlines, hotels, ground operators.

CANCELLATION OF YOUR BOOKING

The reservations we make on your behalf or groups behalf are subject to cancellation fees from airlines, hotels, attractions, and cruise companies etc, making it necessary to enforce strict cancellation policies. If you cancel a reservation prior to the departure of your tour the following cancellation fees will apply:

All monies paid are refundable 150 days or more prior to departure date.

149 days or less 100% cancellation fee will apply.

Please note we strongly recommend you take out adequate travel insurance to cover you against these cancellation fees in the unfortunate event that you have to cancel your participation on the tour.

INCLUDED IN YOUR TOUR PRICE

All travel, accommodation, sightseeing and meals as specified in your itinerary and on your confirmation letter.

NOT INCLUDED IN YOUR PRICE

Optional touring, items of a personal nature including travel insurance, excess baggage, laundry drinks, and personal phone calls. No airlines taxes or visa fees are included. Some cruise levies are not included.

PRICE

All holiday prices are based on rates (including foreign exchange rates & taxes) known at time of printing. Prices are subject to increase without notice. If such rates change prior to final payment date passengers will be advised of new tour price accordingly. Government / Airport tax increases and currency fluctuations are beyond Trade Travel's control.

PASSPORTS

A valid passport is required for each person traveling on this tour. Your passport must be valid for at least 6 months from your intended date of return.

INSURANCE

We strongly recommend that you take out travel insurance to cover against illness or accident, cancellation, loss of luggage, etc. Contact Trade Travel for a free quote.

SINGLE TRAVELLERS

For single travellers willing to twin share, we will endeavour to match you with a travelling companion however if we are unable to provide a companion for you to share with then a single supplement will apply. Unfortunately our hotel, cruise & rail suppliers do not accept forced singles so we are bound to charge all single rooms a supplement.

CHANGES TO THE TOUR ITINERARY

Trade Travel reserves the right to alter or omit any part of the itinerary or change of reservation, features and/or means of conveyance without notice. Trade Travel reserves the right to cancel the tour should it not reach minimum numbers and clients will be notified prior to departure should this occur.

RESPONSIBILITY

Trade Travel does not accept liability for failure on the part of transportation companies, hotel contractors and other principles whose responsibility is confined to their own operations. All ticket coupons and orders are furnished and issued subject in all respects to those terms and conditions under which the means of transportation or other services provided thereby are offered or supplied by owners, operators, public carriers, management agents or agents.

DONALD SIMPSON COMMUNITY CENTRE SPECIAL CONDITIONS

The Donald Simpson Community Centre reserves the right, at its absolute discretion, to exclude from or terminate a tour without refund of, anyone who:

(a) Is unable to cope with the requirements of any aspect of the tour or requires services or facilities which are not available.

(b) Engages or has engaged in undesirable behaviour or who interferes with the enjoyment or jeopardises the safety or comfort of other tour participants.