



Maestro Tour Management Ltd hold ATOL Licence 9141 – your guarantee of financial protection

## BOOKING FORM - please complete ALL sections

Title	First name <i>as per passport</i>	Surname <i>as per passport</i>	Date of birth	Passport number	Passport expiry*

\* Passports should have at least 6 months' validity from your return date to the U.K. Please see overleaf for more information on passport and visa regulations.

**CONTACT ADDRESS (to which all postal correspondence will be sent):**

**Address Line 1:**

**Address Line 2:**

**Town/City:**

**Postcode:**

**Telephone:**

**Email:**

**Emergency contact name & number:**

**I am happy to receive documentation via email where possible (tick one):** YES  NO

Departure Date	Tour Name	Number of Nights	Room Type (tick one)
23 <sup>rd</sup> March 2020	Krakow & Warsaw	7	Double (sole) <input type="checkbox"/> Double (shared) <input type="checkbox"/> Twin <input type="checkbox"/> If you are travelling alone and would be interested in sharing please tick here <input type="checkbox"/>

**DEPARTURE AIRPORT (PLEASE INDICATE)**

Manchester     Other: \_\_\_\_\_ (please call to confirm alternative departure point first)

**INSURANCE: Please provide your insurance policy details below.** It's imperative that you have proper cover in case of cancellation/curtailment due to an insured reason. If you do not have cover you must take out a suitable policy and send us the details within 7 days of us receiving your booking form.

Insurer:	24hr Emergency Telephone No.:
Policy no & expiry date:	

**ANY SPECIAL REQUESTS?** (*Special diet or walking difficulties?*)

FULL PAYMENT DUE	Cheques should be made payable to 'Maestro Tour Management Ltd.'	Total amount paid/enclosed
£            per person		£

**PAYMENTS BY CARD OR BANK TRANSFER** If you wish to pay by credit or debit card please call the office on 0800 678 5747 and we will take the information from you securely or, if you prefer to pay by bank transfer, we will provide account details.

**DECLARATION IMPORTANT!: I confirm that I have received and read the Booking Conditions overleaf for this tour and accept them on behalf of all those named above.**

**SIGNED:**

**DATED:**

## Maestro Booking Conditions

We want to be sure that you are aware of the Booking Conditions and in particular the charges involved in the event that you have to cancel your holiday. Please read the following carefully:

**Cancellations must be made by telephone (0800 678 5747) and confirmed the same day in writing to [tours@maestrotouring.com](mailto:tours@maestrotouring.com), or by post and sent by recorded or registered delivery to our office at 11 Seymour Terrace, Seymour Street Liverpool, L3 5PE.**

**Should you need to cancel or make any alterations to your arrangements once your deposit has been accepted then the following scale of charges will apply:**

Cancellations made from booking date 57 days or more prior: Loss of deposit plus any pre-purchased performance tickets.

Cancellation 56 – 31 days prior to departure: 50% of the total holiday cost plus any pre-purchased performance tickets.

Cancellation 30 – 15 days prior to departure: 75% of the total holiday cost plus any pre-purchased performance tickets.

Cancellation less than 14 days prior to departure or inability to travel on day of departure: 100% of the total holiday cost plus any pre-purchased performance tickets.

If you have to leave a tour for any reason once it has commenced no refund can be made for any unused hotel, sightseeing, concert tickets, meals or other prepaid services.

### Alterations:

If you need to alter your plans this will be treated as a cancellation. Minor alternations may be possible (e.g. departure airport) 57 days or more prior to departure for an administration fee of £50, plus any change fees or tax differences as imposed by our suppliers.

### Changes to the cast or music programme:

In the event that an included opera or concert is cancelled or a member of the cast of a particular opera or concert is unable to perform or is replaced for any reason, Maestro Tour Management Ltd. cannot be held responsible for this change. However, in the event that the opera or concert is cancelled completely, the face value of the tickets will be refunded.

### Transfer of Booking:

If you are unavoidably prevented from proceeding with your holiday you may, subject to 57 days or more advance notice from the departure date, transfer your booking to another person. We will charge an administration fee of £50 plus any charges or change fees imposed by our suppliers.

### Contract Point:

A binding contract (subject to the jurisdiction of the English courts) will come into force between us at the time we send you our confirmation invoice and until issued we shall be under no liability whatsoever. If we cannot confirm your booking we will return your deposit to you within 28 days of receipt.

### Insurance:

It is a condition of our booking acceptance that you must have adequate insurance cover for the holiday to be undertaken. We will require details of your insurance policy within 7 days of receiving your booking form.

### Passports & Visas:

Valid passports are required for all travellers. Please advise us before making your booking if you hold anything other than a British passport.

For more information on your passport and visa requirements when travelling abroad, please visit [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice).

For travel to Europe, please visit [www.passport.service.gov.uk/check-a-passport](http://www.passport.service.gov.uk/check-a-passport)

For travel to the USA and Canada you will require an ESTA for both – please apply here:

USA: <https://esta.cbp.dhs.gov>

Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>