

BOOKING FORM

THE DIVINE OFFICE
30 SEPTEMBER–4 OCTOBER 2024 (MK 464)

NAME(S) – as you wish them to appear on the list of participants. Please note that we do not use titles:

Participant 1:

Participant 2:

Contact details for all correspondence:

Address

Postcode/Zip

Country

Telephone (home)

Mobile

E-mail

Tick if you are happy to receive your festival and booking documents online where possible (confirm your e-mail address above).

Please complete this section, even if you have told us your preferences before:

How would you like to be kept informed about our future tours and events?:

By post

Yes No

E-newsletter

Yes No

What prompted this booking? It is very helpful for us to know how you first heard about this event, and if you can be specific, e.g. if in an advertisement, the name of the publication it appeared in; if we sent you a communication, what type? (e-mail or post?):

ACCOMMODATION – please tick your chosen room category beneath the hotel or college you wish to stay in.

NEW COLLEGE

Twin room (two sharing)

Single room

CHRIST CHURCH COLLEGE

Single room

EASTGATE HOTEL

Privilege double room (two sharing)

Classic double for sole use

OLD PARSONAGE

Deluxe double (two sharing)

Superior Deluxe double (two sharing)

Junior Suite (two sharing)

Double for sole use

RANDOLPH

Classic double (two sharing)

King double (two sharing)

Suite (two sharing)

Double for sole use

OLD BANK

Deluxe double (two sharing)

Superior deluxe double (two sharing)

Suite (two sharing)

Double for sole use

IF SHARING A ROOM,
please tick one option:

Twin beds

Double bed

FURTHER INFORMATION – Please notify us of dietary restrictions (for example, religious, medical or if you are vegetarian or vegan). Please also use this space to request room upgrades, or extra nights, etc.

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PASSPORT DETAILS

In case of emergency. UK residents are not required to complete this section. Please use capital letters.

	Title	Surname	Forename(s)	Date of birth (dd/mm/yy)	Place of birth
1.					
2.					

	Passport number	Place of issue	Issue date (dd/mm/yy)	Expiry date (dd/mm/yy)
1.				
2.				

NEXT OF KIN. Participants of all nationalities must complete this section.

	Next of kin name	Relation to you	Telephone number(s)
1.			
2.			

PAYMENT

We prefer payments by bank transfer. We cannot currently accept payment through our website. All money paid to us is fully protected regardless of payment method. Please tick one option:

BANK TRANSFER. Please use your surname and the festival code (MK 464) as a reference and ask your bank to allow for all charges.

Account name: Martin Randall Travel Ltd.
 Bank:
 Barclays, 1 Churchill Place, Canary Wharf, London E14 5HP
 Account number: 4054 4558
 Sort code: 20-96-63

Transfers from non-UK bank accounts: please instruct your bank to send payment in pound sterling (GBP)
 IBAN: GB19 BARC 2096 6340 5445 58
 Swift/BIC code: BARC GB22

DEBIT OR CREDIT CARD. I authorise Martin Randall Travel to contact me by telephone to take payment from my Visa credit/Visa debit/Mastercard/AMEX.

Please tick payment amount, and then ensure you sign at the bottom of this form:

- EITHER Deposit 10% of total booking cost.
- OR Full balance
 Required if you are booking within 10 weeks of departure.

TOTAL: £ _____

I have read and agree to the Booking Conditions and Privacy Policy (www.martinrandall.com/privacy) on behalf of all listed on this form.

Signature: _____

Date: _____

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MAKING A BOOKING

1. BOOKING OPTION

We recommend that you contact us first, or visit our website, to make a booking option which we will hold for seven days. To confirm it, please send the booking form and deposit within this period – the deposit is 10% of your total booking price.

2. DEFINITE BOOKING

Fill in the booking form and send it to us with the deposit. It is important that you read the Booking Conditions at this stage (see next page), and that you sign the booking form. Full payment is required if you are booking within 10 weeks of the date the festival begins.

3. OUR CONFIRMATION

Upon receipt of the booking form and deposit we shall send you confirmation of your booking. After this your deposit is non-returnable except in the special circumstances mentioned in the Booking Conditions. Further details about the festival may also be sent at this stage, or will follow shortly afterwards.

FITNESS FOR THE FESTIVAL

There is a lot of walking involved in this festival, and some halls are reached via flights of stairs. You will need to be able to walk unaided for up to 30 minutes, the time it will take slow walkers to get to the furthest event (though most walks are shorter). Festival staff will not have the resources to assist individuals. Traffic restrictions and congestion render coach transport impractical.

If you have a medical condition or a disability which may affect your holiday or necessitate special arrangements being made for you, please discuss these with us before booking – or, if the condition develops or changes subsequently, as soon as possible before departure.

FITNESS TESTS

We ask that you take the following fitness tests before booking – by signing the Booking Form, you confirm that you have done so.

1. Chair stands. Sit in a dining chair, with arms folded and hands on opposite shoulders. Stand up and sit down at least eight times in 30 seconds.
2. Step test. Mark a wall at a height that is halfway between your knee and your hip bone. Raise each knee in turn to the mark at least 60 times in two minutes.
3. Agility test. Place an object three yards from the edge of a chair, sit, and record the time it takes to stand up, walk to the object and sit back down. You should be able to do this in under seven seconds.

An additional indication of the fitness required, though we are not asking you to measure this, is that you should be able to walk unaided at a pace of three miles per hour for at least half an hour at a time, and to stand for at least 15 minutes.

BOOKING CONDITIONS

PLEASE READ THESE

You need to sign your assent to these Booking Conditions on the booking form.

OUR PROMISES TO YOU

We aim to be fair, reasonable and sympathetic in all our dealings with clients, and to act always with integrity.

We will meet all our legal and regulatory responsibilities, usually going far beyond the minimum obligations.

We aim to provide full and accurate information about our holidays. If there are changes, we will tell you promptly.

If something does go wrong, we will try to put it right. Our overriding aim is to ensure that every client is satisfied with our services.

ALL WE ASK OF YOU

That you read the information we send to you.

SPECIFIC TERMS

Our contract with you. From the time we receive your signed booking form and initial payment, a contract exists between you and Martin Randall Travel Ltd.

Eligibility. You must be in good health, free of infectious illness, and have a level of physical and mental fitness that would not impair other participants' enjoyment by slowing them down or by absorbing disproportionate attention from the tour leaders. Please read 'Fitness for the festival' on the previous page and take the self-assessment tests; by signing the booking form you are stating that you have understood what we are asking of you and are fit to participate. If you have a medical condition or a disability which may affect your holiday or necessitate special arrangements being made for you, please discuss this with us before booking – or, if the condition develops or changes subsequently, as soon as possible before departure. If during the festival it transpires, in the judgement of the festival staff, that you are not able to cope, you may be asked to opt out of certain events or to leave the festival altogether. This would be at your own expense. We reserve the right to refuse to accept a booking without necessarily giving a reason.

Insurance. If you are a non-UK resident, it is a requirement of booking that you have adequate holiday insurance cover – this must cover, at minimum, medical treatment, repatriation, loss of property and loss of payments to us in the event that you cancel your booking. Please also ensure that your insurance covers the cost of your international travel in the rare event of Martin Randall Travel cancelling the festival. *Experience indicates that free travel insurance offered by some credit card companies is not to be relied upon.*

Passports and visas. Carriers of non-UK passports must ensure these are valid for six months beyond the date of the festival. Visas are not currently required for the UK for EU citizens, or citizens of the USA, Canada, Australia or New Zealand. Nationals of other countries should ascertain whether visas are required and obtain them if they are.

If you cancel. If you have to withdraw from a festival on which you had booked, there would be a charge which varies according to the period of notice you give. Up to 57 days before departure the deposit would be forfeited. Thereafter a percentage of the total cost of your booking will be due:

Up to 57 days: deposit only
Between 56 and 29 days: 40%
Between 28 and 15 days: 60%
Between 14 days and 4 days: 80%
Within 72 hours: 100%

Additional costs for individual arrangements (including but not limited to extra nights at your hotel and room upgrades) are subject to the same cancellation charges, apart from in the instance where we have previously notified you that an additional cost is non-refundable.

If you cancel your booking in a shared room but your companion chooses to continue to participate, the companion would have to pay the single-occupancy price.

We take as the day of cancellation that on which we receive written confirmation of cancellation.

If we cancel. We may decide to cancel a festival if there were insufficient bookings for the it to be viable (though this would always be more than 8 weeks before departure). We would refund you with everything you had paid us.

Safety and security. Cancellation may also occur if civil unrest, war, natural disaster or other circumstances amounting to *force majeure* arise in the place in which the festival is due to take place.

Health and safety. We have a safety auditing process in place and, as a minimum, request that all of our suppliers comply with UK health and safety regulations.

The limits of our liabilities. As principal, we accept responsibility for all ingredients of a festival except those in which the principle of *force majeure* prevails. Our obligations and responsibilities are also limited where international conventions apply in respect of air, sea or rail carriers, including the Warsaw Convention and its various updates.

If we make changes. Circumstances might arise which prevent us from operating a tour or festival exactly as advertised. We would try to devise a satisfactory alternative, but if the change represents a significant loss to the festival we would offer compensation. If you decide to cancel because the alternative we offer is not in your view an adequate substitute, we would give a full refund.

Financial protection. We provide full financial protection for our package holidays that do not include a flight (such as this festival), by way of a bond held by ABTOT – The Association of Bonded Travel Organisers Trust Limited.

English Law. These conditions form part of your contract with Martin Randall Travel Ltd and are governed by English law. All proceedings shall be within the exclusive jurisdiction of the courts of England and Wales.

Privacy. By signing the booking form, or by booking online, you are stating that you have read and agree to our Privacy Policy (available online at www.martinrandall.com/privacy).