

# HOTEL ACCOMMODATION BOOKING FORM

Please send the completed form and deposit to:  
**Field Farm Tours Ltd, Field House,  
3 Stephenson Court, Stephenson Way,  
Newark, Notts. NG24 2TQ**



**Or Email: [info@fieldfarmtours.co.uk](mailto:info@fieldfarmtours.co.uk)**

Event Name: \_\_\_\_\_

Lead Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Accommodation Requirements

My first choice hotel is \_\_\_\_\_ (Please continue on another sheet if necessary)

Please reserve: (Indicate how many of each room type and circle the Sole/Twin/Double occupancy per room)

\_\_\_\_\_ **Single rooms** \_\_\_\_\_ **Twin rooms** (sole / twin) \_\_\_\_\_ **Double rooms** (sole / double)

Date commencing \_\_\_\_\_ and departing \_\_\_\_\_ for \_\_\_\_\_ nights

Guest names \_\_\_\_\_

\_\_\_\_\_

Special Requests \_\_\_\_\_ My second choice hotel is \_\_\_\_\_

**PAYMENT:** *Deposit: £25.00 per room at the time of booking or full payment if booking within 8 weeks of arrival.*

**Bank Transfer:** Please request the details and we will send them to you directly.

**Credit/debit card payments:** please use our '[manage my booking](#)' secure system by entering your email address and 4-digit booking reference provided on your pro-forma invoice. If you do not have a reference number, please request one.

Alternatively, please give us a call, so we can process your details securely over the phone.

Cardholder's name: \_\_\_\_\_

Card registered address: (if different from above) \_\_\_\_\_

\_\_\_\_\_

**AGREEMENT: I have read and agree to accept the booking conditions....**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PLEASE KEEP A COPY OF THESE CONDITIONS FOR YOUR RECORDS 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 deposit of £25 per room is required after which you will receive confirmation of the booking. This deposit may be non-refundable if the cancellation of the room occurs within 8 weeks of the event subject to the hotel applying contract T&Cs. 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. The first 2 changes will be permitted FOC, thereafter charges will apply and you will be advised in advance before any charges are levied.

### 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 - subject to hotel T&Cs

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. Event Cancellation

Should the event be cancelled within 8 weeks of the event start date for any reason, we will endeavour to refund or re-allocate any funds to another booking. In some instances we do have to pay non-refundable deposits to hotels and you will be advised on an individual basis if this is applicable to your booking.

### 6. 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 FFT 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 FFT of your changes.

### 7. 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 FFT within 14 days of your return by sending your complaint to Field Farm Tours Ltd, Field House, 3 Stephenson Court, Stephenson Way, Newark, Notts, NG24 2TQ. We cannot accept responsibility if you fail to notify the complaint in accordance with these conditions.

### 8. Your Financial Protection

Field Farm Tours Ltd are an established tour operator and our air holidays and flights are ATOL protected, since we hold an Air Travel Organiser's Licence granted by the Civil Aviation Authority. Our ATOL number is 10350. Many of the flights and flight-inclusive holidays we offer are financially protected by the ATOL scheme. But ATOL protection does not apply to all holiday and travel services that we offer. Please ask us to confirm what protection may apply to your booking. If you do not receive an ATOL Certificate then the booking will not be ATOL protected. If you do receive an ATOL Certificate but all parts of your trip are not listed on it, those parts will not be ATOL protected. Please see our booking conditions for information, or for more information about financial protection and the ATOL Certificate go to: [www.atol.org.uk/ATOLCertificate](http://www.atol.org.uk/ATOLCertificate)

Field Farm Tours Ltd is a Member of ABTA. ABTA and ABTA Members help holidaymakers to get the most from their travel and assist when things don't go according to plan. We are obliged to maintain a high standard of service to you by ABTA's Code of Conduct. For more information on ABTA, the Code of Conduct and the arbitration scheme available to you if you have a complaint, contact ABTA, 30 Park Street, London SE1 9EQ, Tel: 020 31170581 [www.abta.com](http://www.abta.com)

