

Please return via email to groups@rivieratravel.co.uk

or by post to: Groups Department, Riviera Travel, 328 Wetmore Rd, Burton On Trent, DE14 1SP

## Your Own Contact Details

PLEASE USE BLOCK CAPITALS IF COMPLETING BY HAND

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

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel. Day \_\_\_\_\_

Tel. Evening \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Who is Travelling?

**EXACTLY AS WRITTEN ON PASSPORT - PLEASE USE BLOCK CAPITALS  
(PASSPORT DETAILS NOT REQUIRED FOR EUROSTAR HOLIDAYS)**

Yourself

Title \_\_\_\_\_ Forename \_\_\_\_\_

Middlename (s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Issuing Country \_\_\_\_\_

Who is sharing your room/cabin?

Title \_\_\_\_\_ Forename \_\_\_\_\_

Middlename (s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Issuing Country \_\_\_\_\_

In the event of an emergency whilst on holiday, please give us a contact in the U.K.

Contact Name: \_\_\_\_\_

Contact Tel: \_\_\_\_\_

## Payment Information

- I enclose a deposit of £ \_\_\_\_\_ per person, with any applicable insurance premiums.

Please make any cheques payable to Riviera Travel.

- I wish to make a payment with a debit or credit card.

Please ensure a phone number is provided within the Client Details above. One of our colleagues will call to take payment using our secure payment service.

No fees apply to debit or credit cards held with U.K. banks.

All holidays are operated by Riviera Tours Ltd, ABTA V4744, ATOL 3430, IATA 9127440, a wholly independent company.

## Holiday Details

Group Name \_\_\_\_\_

Tour Name \_\_\_\_\_

Tour Dates \_\_\_\_\_

Airport / Station \_\_\_\_\_

Cost Per Person \_\_\_\_\_

Single supplement \_\_\_\_\_

Additional costs \_\_\_\_\_

### ROOM/CABIN TYPE

Double  Twin  Single If cruise, preferred deck level: Upper  Middle  Lower 

We will of course do our best to comply with your special request, but regret that no guarantees can be given. At the time of booking you must give full details in writing of any medical condition/disability which may affect your booking.

## Insurance

Insurance is a vital part of any holiday and we have arranged a policy underwritten by Travel and General. The current per person prices for insurance premiums, based on your age on the date of travel, are overleaf.

The policy does not cover all pre-existing medical conditions as standard, however certain conditions are now covered as standard. You must contact the medical helpline on 0203 829 6637, who will confirm cover which may require additional premiums. A synopsis of cover is given with your confirmation, which should be studied carefully to ensure cover meets your requirements, paying particular attention to limits, conditions, warranties and exclusions. You may return the certificate within 14 days for a full refund provided you have not travelled. If you have any questions please call brokers TAG Insurance Services on 0845 408 0583. Principal Limits: Cancellation / Curtailment - £5000, Medical Expenses - £5million, Baggage - £1500 (Single and Valuables limit £300), Personal Accident - £15,000, Delay - £100, Personal Liability - £1million. It is a condition of booking that everyone travelling with us is adequately covered, so if you do not take out our insurance please state the name and number of your policy.

INSURANCE NOT REQUIRED  (see Booking Conditions sheet)

If you are not taking Riviera Travel insurance, please give details of your policy below.

### 1st Passenger:

Your insurance company \_\_\_\_\_

Your policy number \_\_\_\_\_

### 2nd Passenger:

Your insurance company \_\_\_\_\_

Your policy number \_\_\_\_\_

**I am over 18 years of age and on behalf of all passengers on this booking form, I have read, understood and accepted the information overleaf as well as the booking conditions of Riviera Travel, as shown on our website.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Group Travel Booking Form

## 2021/2022



**To confirm your booking** - We need the booking form completed, signed and returned with your deposit - please see overleaf for the deposit amount required for your chosen holiday.

Whilst your group name is completed on the top right-hand side of the form overleaf, please make sure you complete the Client Details section with your own contact information. You also need to complete the Passenger Details section with the names/dates of birth etc of those sharing the room/cabin.

By confirming your booking, we are assuming you have read and accept our booking conditions - full details of which can be found at <https://www.rivieratravel.co.uk/docs/terms>

The booking conditions set out the terms of your contract with Riviera Tours Limited trading as Riviera Travel (Riviera). Please read them carefully as you will be bound by them. By confirming your place on this group holiday, you agree to receive occasional news plus holiday information and offers from Riviera Travel; you can unsubscribe at any time.

The deposit can be paid either by cheque attached to the booking form, made payable to Riviera Travel, or by credit/debit card (please indicate on the booking form and we will call to take payment once the form is received in the office - no fees are charged).

**Balance Payment** - The balance payment is due to reach us on or before 8 weeks prior to travel for all land tours, otherwise it is 13 weeks prior to travel for any of our river or ocean cruises, or 14 weeks prior for Antarctica or Oberammergau.

**Passports** - Completion of passport details are not obligatory at the point of booking but the details are required by the time the balance is due for all tours excluding those with travel by Eurostar. Please bear in mind that due to Brexit, new passport rules will apply from 1 January 2021 and you should have at least 6 months left on your passport from the date of your arrival. If you need to renew your passport, full details can be found at <https://www.gov.uk/renew-adult-passport/renew>.

**Insurance** - It is your responsibility to take out appropriate travel insurance at the time of booking. It is a requirement of our Booking Conditions that every Riviera passenger is in possession of valid Travel Insurance for the full duration of your trip. If you have not organised this yet, please make sure you are covered before you leave home. You are free to choose any travel insurance policy, however you should ensure that your policy provides at least the same benefits as Riviera's scheme. If at the point of booking you have not yet decided on your insurance provider, please add 'to be advised' on the booking form and let us know the company name/policy number once arranged.

Full details of our Insurance Policy can be found at <https://www.rivieratravel.co.uk/about/useful-information/insurance>

The policy we offer does not include all pre-existing medical conditions as standard, however certain conditions are covered in the basic policy. If you need to make a medical declaration or are in doubt, please call the Healthcheck team on **0203 829 6637**. If for any reason you are not happy with the policy once purchased, you can return it to us within 14 days for a full refund provided that you have not travelled or made a claim. The premiums for the policy we offer (to be paid with the deposit if cover is required immediately) are as follows:-

### Our Insurance Premiums (per person)

Age on date of travel	Europe			Worldwide excl. N. America		N. America
	Up to 5 days	6-8 days	9-15 days	Up to 16 days	Up to 26 days	Up to 17 days
18-65	£20.70	£31.09	£36.30	£50.96	£71.76	£71.76
66-69	£36.30	£41.50	£46.69	£82.16	£102.96	£102.96
70-74	£36.30	£46.69	£57.10	£92.56	£109.20	£113.36
75-79	£57.10	£67.49	£77.89	Please call 0330 024 9952		
80+	£67.50	£88.30	£109.09			

All premiums include insurance premium tax of 20%

Information correct at time of print (April 2021). Please check with the Groups team for the latest costs.

**We look forward to hearing from you - if we can be of any further assistance, please do not hesitate to contact us.**

### Riviera Travel Groups Department

New Manor, 328 Wetmore Road, Burton on Trent, Staffordshire DE14 1SP

**t: +44 (0) 1283 742322**

**groups@rivieratravel.co.uk**

**www.rivieragroups.co.uk**

Groups Department - open Monday to Thursday 09:00 - 17:30 Fri 09:00 - 17:00