

# HOW TO BOOK (2020)

Booking your holiday with us could not be quicker or easier – just follow the steps below.

**STEP 1** call us on 01245 222477 so we can confirm the availability of your choice of tour. We will then hold your telephone reservation for one week whilst you complete your Booking Form.

**STEP 2** send your completed Booking Form to **C & J Tours Ltd, 8 Belvedere Close, Danbury, Essex. CM3 4RG** along with a deposit of £60.00 per person for UK tours / £75.00 per person for tours to Ireland and Europe. Should you wish **NOT** to take advantage of the Complimentary Travel Insurance offered on all our tours, please tick the relevant box on the Booking Form and complete the Insurance Disclaimer Form on the reverse of the Booking Form. Cheques should be made out to **C & J Tours Ltd**. You need to send the full amount if the booking is being made less than 8 weeks before the tour departs.

Sorry, we do not take credit/debit cards or post-dated cheques.

When we have received and processed your Booking Form, we will send you a Confirmation of Booking, along with a Travel Insurance Policy. The Confirmation outlines the Financial Failure Policy, records your booking details and shows the balance due and the date it should be paid to us. Please check the details are correct and make a note of the balance due date, as we do **NOT** send out reminders.

**STEP 3** send your cheque for the balance by the date shown, **along** with your Confirmation of Booking. We will then sign the Confirmation to confirm receipt of your balance and return it to you along with your luggage labels and confirmation of your pick-up point and time.

*Remember the earlier you book the more chance we have of being able to provide you with the tours and seats of your choice.*

**PLEASE BE SURE TO READ OUR TERMS OF BUSINESS BEFORE YOU COMPLETE YOUR BOOKING FORM & MAKE SURE THE TOUR YOU ARE BOOKING ON IS SUITABLE FOR YOU.**

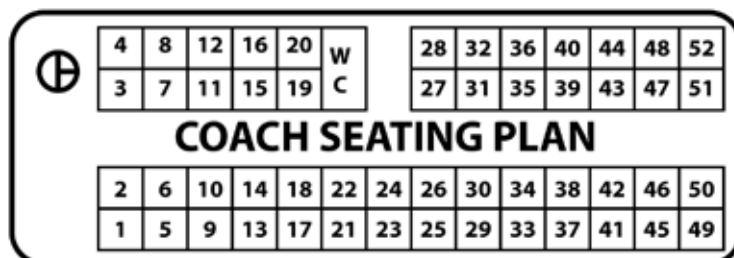
## OFFICE HOURS

Monday-Friday 9am till 5pm.

If for whatever reason the phone is set to answer machine, please leave a message and we will return your call as soon as possible.

## COACH SEATING PLAN

When making your booking, you will be offered the best available seats. Requests for particular seats can be made, but as bookings are made on a 'first-come, first served' basis, we recommend you book early to avoid disappointment. Your allocated seat will be clearly stated on your Confirmation.



## LOCAL PICK POINTS

We aim to keep the number of pickup points to a minimum, thus avoiding an over-long pickup route, but at the same time offering sufficient and convenient pickup points. **Please note** – we only pickup/drop off at the designated points, unless arrangements have been made with C & J Tours Ltd in advance, and then only in exceptional circumstances. At the end of the tour, the order of the drop offs is at the discretion of the driver. With regard to drop off points, to avoid any embarrassment, we politely ask passengers **NOT** to request an 'extra' drop off point. We have very strict driving rules and regulations to adhere to and your fellow passengers want to get home as well – extra drop off points mean a longer drop off route and more working/driving time for the driver! All of the pickup points listed below are available at the time of booking should they be required, unless otherwise stated. Due to the natural demand only a selection will be utilised for any one particular tour, therefore if you book within 8 weeks of departure only those pickup points already selected will be available. Plus, due to driving restrictions, on some of our tours not all the pickup points will be available and depending on numbers getting on at a particular pickup point we may ask you're your own way to an alternative pickup point. Please check at time of booking.

**FULL ROUTE:** Halstead Butler Road; **Gosfield** Green Man; **Bocking** Four Releet/Broad Rd/Six Bells or College (we will advise prior to departure)/St Mary's Church; **Braintree** Churchill Rd-Glebe Av junction/Panfield Ln-Kings Rd junction/McColls/Bus Park\*/St Michaels Hospital; **Rayne** Welsh Princess; **Saling Oak** Palm Trees; **Great Dunmow** Croft Court/Club/Queen Vic/Tesco's; **Little Canfield** Treetops/The Bungalow; **Takeley** Four Ashes; **Start Hill** Bus stop.

\* as a result of the redevelopment of the bus park this pick up point will change. We will inform you once we have confirmed a new pick up point.

**SHORT ROUTE:** Braintree Bus Park\*; Great Dunmow Club/Queen Vic/Tesco's; Little Canfield Treetops/The Bungalow; Takeley Four Ashes; Start Hill Bus stop.

## C & J TOURS COACH HOLIDAY BOOKING FORM 2020

Please complete this Booking Form and post to: C & J Tours Ltd, 8 Belvedere Close, Danbury, Essex. CM3 4RG

**Tour Destination / Departure Date:** .....

**Tour Destination / Departure Date:** .....

**PASSENGER DETAILS** – please give details of all those travelling.

Title	Initials	Surname	Address	Postcode	Tel. No.

**EMERGENCY CONTACT DETAILS** – please nominate someone whom we may contact in the event of an accident or illness.

Name..... Tel No.....

**PASSPORT DETAILS** – in order that we can comply with legislation on Advance Passenger Information, please provide the following details if you are travelling on one of our European holidays. A valid passport is required for all our European holidays (signed and valid for at least 6 months after the return of your holiday) and must be in your possession when boarding the coach at your pickup point.

Surname	Christian Name	Date of Birth	Nationality	Passport Number	Passport Expiry Date	Issuing State

**TYPE OF ROOM REQUIRED** – (i.e. single, twin, double, other). All rooms have en-suite facilities.

Please note that the availability of some types of room may be limited on certain tours. Once our allocation of single rooms is used any further single room requested may incur a supplement, we will advise you at the time of booking. **Room allocation is at the discretion of the hotel.**

Room Type	Name(s) of occupants	Room Type	Name(s) of occupants

**SPECIAL REQUESTS** – ONLY FOR special diet, access problems, low floor, wheelchair on coach etc. Every effort will be made to comply with exact requirements and we will advise you if we are unable to do so.

PICK UP / DROP OFF POINT	PREFERRED COACH SEAT

### TRAVEL INSURANCE

It is a condition of travel that all passengers travelling on a C & J Tours holiday have travel insurance. Please see section on Travel Insurance in the Terms of Business of this brochure. If you DO NOT wish to take advantage of the Complimentary travel insurance we offer with our holidays, then you must simply put a tick in box A below and complete the Insurance Disclaimer on the reverse of this Booking Form.

**BOX A**

### PAYMENT DETAILS

I enclose ..... Deposits @ £..... per person = £.....  
 Deposit of £60.00 per person for UK tours OR £75.00 per person for EU/Ireland tours. Deposit is non-refundable.

I enclose ..... Full Payments @ £..... per person = £.....

**TOTAL AMOUNT ENCLOSED** = £.....

**IMPORTANT** – it is a condition of travel that you complete and sign this Booking Form, failure to do so will render your booking invalid.

I hereby certify that I have read, understand and accept for myself and behalf of all others named, the Terms of Business and information pages printed in this brochure.

**Signature:** ..... **Date:** .....

## INSURANCE DISCLAIMER FORM (2020)

It is a condition of carriage on all C & J Tours holidays, that all our customers have travel insurance to cover medical and repatriation costs, personal injury, loss of luggage and cancellation charges and that is why for your protection, all clients who book with C & J Tours Ltd will be offered an optional complimentary travel insurance policy. Please refer to the Holiday Insurance section of our brochure.

Should you wish to use your own travel insurance that is not with C & J Tours Ltd you will be required to show proof of your insurance and complete this Insurance Disclaimer Form.

I acknowledge that a member of C & J Tours staff has explained to me the importance of having adequate insurance cover for the holiday I am booking using the Booking Form overleaf, and had provided me with the details of the insurance policy that you are able to offer me. I have chosen not to take the complimentary insurance offered to me by C & J Tours Ltd. Failure to complete this form will result in the cancellation of my booking. Please attach on a separate piece of paper the insurance policy details for any additional members of your party (that are included on the Booking Form overleaf) as we require insurance details for every passenger.

**Provider of alternative insurance company:** \_\_\_\_\_

**Policy No:** \_\_\_\_\_

**Name of emergency assistance company:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Name (please print) & signature:** \_\_\_\_\_

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

I have decided not to take holiday insurance cover for the holiday that I am booking overleaf, and I therefore agree to indemnify C & J Tours Ltd from any expense which myself or anyone in my party may incur as a result of having inadequate insurance protection, with effect from today.

**Name (please print) & signature:** \_\_\_\_\_

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