

Accommodation Booking Form

Today's Date :



PERSONAL INFORMATION

FIRST NAME :		SURNAME:	
ADDRESS :		TITLE :	
ADDRESS 2 :		POST CODE:	
HOME TELEPHONE :		COUNTRY :	
WORK TELEPHONE :		NATIONALITY :	
MOBILE TELEPHONE :		DATE OF BIRTH :	
EMAIL :		PASSPORT NO :	
HOW DID YOU HEAR ABOUT US? : (please give details)			

IN CASE OF EMERGENCY

Name of person to contact in an emergency :		Relationship:	
HOME TELEPHONE :		MOBILE TELEPHONE :	
I have read and understand the terms and conditions on the back of this form.			
Signature :		Date :	

ACCOMMODATION AND TRAVEL REQUIREMENTS

Arrival Date :		Departure Date :	
Accommodation Type :	<input type="radio"/> Homestay/Private Home <input type="radio"/> Residences <input type="radio"/> Either Homestay or Residences <i>If homestay is selected please select a type below</i>		
Homestay Type :	<input type="checkbox"/> BUDGET (zone 4/5) <input type="checkbox"/> STANDARD ZONE 3 <input type="checkbox"/> STANDARD ZONE 2 <input type="checkbox"/> SUPERIOR (zone 2/3) <input type="checkbox"/> EXECUTIVE (zone 1/2)		
Meal Plan :	<input type="checkbox"/> Breakfast & Dinner <input type="checkbox"/> Breakfast only <input type="checkbox"/> Self-Catering		
Room Type :	<input type="checkbox"/> Single <input type="checkbox"/> Twin <i>(If you have a friend to share with already, please provide their details on page 2)</i>		
Smoker/Non-smoker :	<input type="checkbox"/> Smoker <input type="checkbox"/> Non-Smoker		
Important Information : <i>(e.g. Allergies, Dietary Requirements, Disabilities or Medical Conditions)</i>			
Any special requests? : <i>(e.g. No pets, Children, Info about Hobbies or Interests)</i>			
Reason for visit? (e.g. Language course, work placement) : <i>If possible, please give the address of your school or place of work.</i>			
Nearest station to where you will be travelling each day? :			
Preferred area, if any? :			

TRANSFER DETAILS

Do you require an airport pick up? :	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flight Number :		Flight Arrival Time :	
Airport and Terminal :		Airline :		Departing From :	
Do you require a return transfer? :	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flight Number :		Flight Departure Time :	
Airport and Terminal :		Airline :		Pickup Time :	

PERSONAL INFORMATION FOR SHARER

FIRST NAME :		SURNAME:	
ADDRESS :			TITLE :
ADDRESS 2 :			POST CODE:
HOME TELEPHONE :		COUNTRY :	
WORK TELEPHONE :		NATIONALITY :	
MOBILE TELEPHONE :		DATE OF BIRTH :	
EMAIL :		PASSPORT NO :	
RELATIONSHIP TO PERSON 1 :		Smoker/Non-smoker :	<input type="checkbox"/> Smoker <input type="checkbox"/> Non-Smoker
Important Information : <i>(e.g. Allergies, Dietary Requirements, Disabilities or Medical Conditions)</i>			
Any special requests? : <i>(e.g. No pets, Children, Info about Hobbies or Interests)</i>			
Reason for visit? (e.g. Language course, work placement) : <i>If possible, please give the address of your school or place of work.</i>			
Nearest station to where you will be travelling each day? :			

IN CASE OF EMERGENCY

Name of person to contact in an emergency :		Relationship:	
HOME TELEPHONE :		MOBILE TELEPHONE :	
I have read and understand the terms and conditions below.	Signature :	Date :	

Thank you for completing the Accommodation Booking Form.

Please save this form (File > Save As) and send it back to us by email to info@britanniatravel.com

We endeavour to answer you within 24 hours (Saturdays, Sundays and public holidays excluded).

If your request is urgent, please state this at the time of requesting accommodation.

Our computerised reservation system searches for the best possible match of accommodation to your request and we will send you an offer of accommodation, which includes a full description of the accommodation (and host/family if a homestay is required).

All bookings must be pre-paid by bank transfer or credit card (Visa, MasterCard or JCB only). Please add £15 if paying from abroad by bank transfer, to cover UK bank charges and ask your bank to cover any local bank charges in your country. If paying by credit card, please add 2% to the total to cover credit card administration charges. **Britannia will give you full details of how to pay at the time of booking.**

TERMS AND CONDITIONS

(Please read carefully)

Cancellation Policy for Homestay, Private Home and Hostel Bookings

Accommodation, once paid for is subject to the following cancellation charges:

- If you cancel your accommodation 30 days or more prior to the booked arrival date we will refund your fees in full, minus the £25 handling charge(s).
- If you cancel your accommodation from 29 days - 8 days prior to the booked arrival date we will refund your fees, less one week's accommodation fees and the £25 handling charge(s).
- If you cancel your accommodation from 7 days - 3 days prior to the booked arrival date we will refund your fees, less 2 weeks accommodation fees and the £25 handling charge(s).
- If you cancel your accommodation from 2 days or less prior to the booked arrival date or if you "no show" (fail to advise us that you will not be arriving) we will refund your fees, less 4 weeks accommodation fees and the £25 handling charge(s). There will be no refund if you have not paid for more than 4 weeks accommodation.

Cancellation requests must be received during Britannia's office hours, which are from 09.30 - 18.00 (London time) Monday through Friday. Saturdays, Sundays and national holidays (including the days between Christmas and New Year) are excluded. If you are a student arriving from a country where you are required to obtain a visa before entering the United Kingdom, please request a copy of our special terms and conditions for [VISA STUDENTS](#).

Cancellation Policy for Halls of Residence: 2 - 4 weeks depending on each individual residence. Please refer to the rate sheet for full details.

Curtailement for Homestay/Private Home/Hostel and Halls of Residence

If you have to cut short your stay, accommodation charges, once paid for are not refundable. In the case of your accommodation being unsuitable, Britannia will supply you with a suitable alternative.