

BOOKING TERMS AND CONDITIONS HASSRA TRIPS AND EVENTS

The following terms and conditions will apply to all events to ensure that every member has a fair opportunity to participate in events. The terms and conditions should be read in conjunction with the relevant booking form.

1. Wherever possible events will be advertised with a closing date for applications that is at least 4 weeks from the date first advertised, including proposed events where expressions of interest are being requested.
2. Persons wishing to travel together should complete one application form per room, submit their applications together, and determine a lead person who will be responsible for forwarding payments due and act as the contact on behalf of the group via a signed disclaimer agreeing to these terms and conditions.
3. A booking will not be accepted or entered in a draw without the correct deposit and signed disclaimer.
4. Once the closing date is reached, the number of applicants wishing to travel will be determined. Where there are sufficient places for all applicants, then deposit cheques will be banked and places confirmed.
5. Members should be aware that once deposit cheques have been banked they are not returnable and travellers will be liable to pay full price of the trip (unless the place is subsequently filled). Full price means the un-discounted "non-member" price. Where necessary, HASSRA (Leeds) will provide an invoice for the full price for insurance purposes but travellers need to be aware that the cost of insurance, (if purchased), is non-refundable.
6. Travel operators will be asked to date insurance cover from the date on which they receive notification of the persons travelling. It is therefore essential to obtain adequate travel insurance before booking if you do not purchase the insurance offered.
7. Single supplements. There will be no member discount on supplements for travellers wishing to secure a single room. Where members indicate on the application form that they are willing to share a room with someone of the same sex, the organiser will arrange for pairing. If an individual has indicated that they are willing to share, they will not have to pay a single supplement even if no pair is available.
8. Where the number of applicants exceeds the places available, a random draw of application forms will determine those successful in receiving a place, subject to Clause 8. Cheques accompanying these applications will then be processed. Remaining applications will continue to be drawn at random to determine the order of the reserve list.
9. The trip organiser will be granted up to two places on that trip without entry into the ballot. An organiser is the person who arranges the trip on behalf of the HASSRA Events Committee, whether or not s/he is a member of the Committee.
10. Where expressions of interest have been sought for a proposed trip, if that trip is subsequently confirmed, applications received from those expressing interest prior to the closing date will be given priority to book before any unfilled places on the trip are advertised. On these occasions, once the closing date is reached, remaining places will be filled on a first come first served basis.
11. Members who have been unsuccessful in a ballot for a trip may record this on their application for the next trip, to the same destination, and will be given priority for available spaces.
12. Applications from solely non-member groups, i.e. not accompanying a full HASSRA member, wishing to participate in an event will be considered only in the event of places remaining after the closing date has passed.
13. The priority order will be: a) Organiser +1, b) Previously unsuccessful on similar trip (ballot if necessary), c) Prior registered interest (ballot if necessary), d) Other Members, e) Non Member groups.
14. Non-members may apply to travel at the discounted rate on an event provided that they satisfy the criterion for associate membership and send a completed application for membership together with the appropriate payment, on or before the closing date for the trip. Associate Membership will last for 12 months from the date of processing the application. The Committee reserves the right to determine specific criteria for prior membership on certain trips. Any such requirements will be notified in the advertisement. Participants are reminded to conduct themselves in an appropriate manner while attending HASSRA sponsored trips and events. Formal complaints may prejudice an individual's eligibility for future trips.

NAME OF TRIP: _____ Closing date: _____

To: _____ Location: _____

For flying trips, names **MUST** correspond to those shown in your passport(s)

Name	HASSRA Leeds Member Number:	Type of room double/Twin/single/family	Amount of deposit	Balance of cost of trip

If associate member: Sponsor Name: _____

HASSRA number of sponsor: _____

Name of lead contact:

Address (Work if staff member)

Phone (Work if staff member) Mobile

E-mail (Work if staff member)

Please ensure that you provide full contact details. Failure may prejudice your booking.

Insurance cover, dietary or ability requirements (must be provided with balance if not before)

Name	Insurer	Policy No.	Expiry Date	Dietary of other requirements

DISCLAIMER . This must be completed to enable acceptance of the application

I can confirm that I have authority to act for all applicants and that all have read, understand and agree to abide by the Terms & Conditions set by HASSRA (Leeds) and any additional terms as specified by linked travel companies.

Travelling Alone?

If travelling alone, would you like to "buddy" in a twin room with another tripper of the same sex, to avoid the single supplement? YES / NO

Would you be willing to "buddy" if you have requested a single room but none is available? YES /NO

Please refer to the trip advertisement for:

- The names and address of the trip organiser, to whom this form should be sent
- The closing date for applications
- The deposit required*

Balances will be required approximately 4 - 8 weeks before trip.

Booking Form Notes: Cheques to be made payable to HASSRA Leeds unless otherwise specified in the advertisement. In the event of over-subscription, a ballot will be held and un-cashed cheques will be returned to unsuccessful applicants.

Remember to enclose your cheque with the application. Cheques will not be banked until after the closing date, but bookings will not be accepted without a completed application together with cheque.

Travel insurance is recommended for all trips but is mandatory for trips abroad. Insurance cover should include cover for medical treatment, an emergency help line, and repatriation cover – see also para 5 of the terms and conditions. For activities such as mountain sports additional specialist insurance will also be essential.

Applicants requiring confirmation that booking form & cheque has been received must enclose a self addressed envelope/grid.

Please refer to full terms and conditions when applying as printed in the Newsletter and on HASSRA Leeds website www.hassra-leeds.org