

## BOOKING FORM

Travel Dates: 4<sup>th</sup> to 9<sup>th</sup> March 2023

**Please complete Booking form in BLOCK CAPITALS**

If you would like to join us in Punta Cana 2023, please complete this booking form in full and send it to sigma who will invoice you for non-refundable deposit of £500 per person. Places at the conference are available on a first come first served basis. Confirmation of your booking will be sent to you upon receipt of signed booking form and deposit. Terms & Conditions of your booking are overleaf.

<b>Name of person booking:</b>		<b>Company Name:</b> <b>Address:</b>
<b>Daytime phone number:</b>		
<b>Mobile phone number:</b>		
<b>Email address:</b>		

### DETAILS OF ALL PASSENGERS TRAVELLING (please include details of the person booking if they are travelling):

	First name <small>(as per your passport)</small>	Surname <small>(as per your passport)</small>	Title	Date of Birth <small>(DD/MM/YY)</small>	Room Type: <small>(Double, Twin, Triple, Single)</small>
1				/ /	
2				/ /	
3				/ /	
4				/ /	

### PLEASE COMPLETE THIS SECTION (Continuation to your booking)

	Passport number	Date of Issue	Expiry Date	Nationality	Birthplace	Dietary Requirements
1		/ /	/ /			
2		/ /	/ /			
3		/ /	/ /			
4		/ /	/ /			

CONFERENCE PACKAGE (5 Nights per person)	Price per person	No. of people	Total Price
Adults (normal delegate price per person)	<b>£1845</b>		
Child aged 4-17 sharing a room with two adults	<b>£1365</b>		
Third adult sharing with two adults	<b>£1675</b>		
Single room supplement	<b>£795</b>		
Infant sharing a room (under 2 years)			
CONFERENCE PACKAGE (For 2 extra nights per person)	Price per person	No. of people	Total Price
Adults (normal delegate price per person) <i>Before Conference</i> <input type="checkbox"/> <i>or After Conference</i> <input type="checkbox"/>	<b>£350</b>		
Child aged 4-17 sharing a room with two adults	<b>£160</b>		
Third adult sharing with two adults	<b>£320</b>		
Single room supplement	<b>£300</b>		
<b>Total Conference Cost for all attendees</b>			<b>£</b>

Continued overleaf...

POST EXTENSION OPTIONS		Meal	No. of Nights	Adult	No. of Adult	Single Suppl.	No. of Single	Total Price
<b>OPTION 1</b>	<b>Norwegian Cruise Line</b>	FB	<b>7</b>			Request upon application		
<b>OPTION 2</b>	<b>USA &amp; Canada City Breaks</b>							
<b>2a.</b>	New York	RO	<b>3</b>			Request upon application		
<b>2b.</b>	Miami	RO	<b>3</b>			Request upon application		
<b>2c.</b>	Toronto	RO	<b>3</b>			Request upon application		
<b>2d.</b>	Montreal	RO	<b>3</b>			Request upon application		
<p><b>Key: AI = All Inclusive / BB = Bed &amp; Breakfast / HB = Half Board / FB = Full Board / # = Check with Citibond Travel</b></p> <p><b>Extensions prices include transfers. Prices are subject to availability and may change at time of booking.</b></p>								
<b>Total Extension Cost for all attendees</b>								<b>£</b>

## BOOKING TERMS & CONDITIONS

When you make a reservation you are required to sign the booking form and pay a non-refundable deposit of £500 (per person) for the Conference and £500 (per person) for any extensions to be invoiced on acceptance and balance to be charged October 2022. No retro on the conference charges. If you make a reservation within 90 days of your departure date the full payment must be sent to Sigma. Payment in full is due 90 days prior to departure. Non-payment or late payment may result in your booking being cancelled. Cancellation charges will apply from 90 days prior to departure. Please note: priority for booking will be given to Sigma customers with a minimum spend of £2500+ per month.

### Conference price Includes:

- Business Programme
- Social Programme
- 5 nights or 7 nights' accommodation at Hard Rock, Punta Cana
- All Inclusive Sigma package
- Return scheduled economy flights
- Airport taxes & Transfers

### Conference price excludes:

- Travel to UK airport
- Items of personal expenditure
- Gratuities outside the Social Programme
- Any increase in air related surcharges/taxes
- Any optional Excursions
- Visa fees

### Itineraries

All itineraries are based on current airline schedules and may be varied or amended to conform to any schedule changes by the airlines. Wherever possible any changes to itineraries will be advised well before departure from the UK.

### Alterations to Confirmed Bookings

If you decide to change any part of your arrangements after these have been confirmed to you by the issue of our invoice, we will try to meet your requirements, subject to availability, at an administration charge of £100.

### Cancellation by You

Any cancellation by you of a definite reservation must be notified to us in writing and will take effect on the day it is received by us. The following scale of charges will be payable, depending on the number of days the cancellation request is received prior to departure. The initial deposit is non-refundable. Days Prior to Departure Cancellation Charges Payable:

90+ days initial deposit only

31-90 days 60% of total cost

30 days or less 100% of total cost

Once travel has commenced no refund will be made.

### Changes to Your Arrangements

We reserve the right to make changes to your arrangements at any time (including flights, accommodation or other arrangements). Such changes are often minor, but if not we will advise you before you depart. If we make material change we will offer you comparable arrangements or a refund of all money paid.

### Bespoke Travel Arrangements

Any pre or post travel arrangements can be made directly with Citibond Travel (Tel: 0208 206 3638 or email: sigma@citibond.co.uk).

.....  
I' am over 18 and on behalf of the person listed above

by whom I' am authorised to make this booking, that I/we have agreed and understood the booking conditions above. Any changes/amendments to this booking will be subject to amendment/cancellation charges as outlined in the booking Conditions. I have read the terms & conditions. Please return your completed form by 31<sup>th</sup> Aug 2022.

Signed: ..... Date of: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Booking Conditions

## 1. Our Agreement with You

The following terms and conditions form the basis of your contract with Citibond Travel (London) Ltd. The holidays and flights booked with us are ATOL Protected, since we hold an Air Travel Organiser's Licence granted by the Civil Aviation Authority. Our ATOL number is ATOL 3432. In the unlikely event of our insolvency, the CAA will ensure that you are not stranded abroad and will arrange to refund any money you have paid to us for an advance booking. For further information, visit the ATOL website at [www.atol.org.uk](http://www.atol.org.uk). All travel arrangements are sold subject to the following booking conditions.

You are NOT covered for scheduled Airline failure unless specifically indicated on your invoice.

## 2. Your Financial Protection

When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable).

If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.

## 3. Booking

When you wish to confirm a booking you acknowledge your understanding and acceptance of our terms and conditions on behalf of everyone in your group.

The terms and conditions vary depending on whether you purchase a package holiday consisting of transport and accommodation booked at the same time and invoiced as a fully inclusive cost or 'Other Travel Arrangements' which is anything else, including accommodation or transport booked together, but quoted separately and subsequently itemised on your invoice. Please note that where a suppliers services form part of your booking, the suppliers standard terms and conditions will also apply. These are important in the case of "Other Travel Arrangements" where Citibond Travel (London) Ltd acts only as an agent between you and our suppliers. All travel arrangements that include flights are based on scheduled IATA airlines and are subject to their conditions of carriage. Copies of these conditions may be requested in writing.

## 4. Payment

Deposit and final payments will be collected by Sigma as per their conditions and communicated to us. Your booking will not be considered confirmed until you receive a confirmation from us

## 5. Cancellation by You

(a) Packages - If you need to cancel a confirmed booking you must contact us. To cover the cost of administration and cancellation charges imposed by suppliers and for the possibility that we will not be able to resell the holiday we have to make a cancellation charge. If you have purchased our recommended insurance you may be able to claim for the charges we impose. Should you cancel your confirmed booking or part of your booking, then the following cancellation charges will apply:  
90+ days initial deposit only  
31-90 days 60% of total cost  
30 days or less 100% of total cost  
Once travel has commenced no refund will be made.

Note: These cancellation charges apply to all bookings, except in circumstances where a booking includes items or services where our suppliers own cancellation charges exceed those shown above. In these circumstances any additional cancellation charges will be advised at the time of booking.

(b) Other Travel Arrangements - If you need to cancel you must advise us in writing immediately. Cancellation charges vary depending on the services booked and will be clearly stated at the time of booking. In all cases a minimum cancellation fee of £100 will apply regardless of the value of the service cancelled. In some cases it may not be possible to offer any refunds for certain services such as air tickets once a booking has been made.

## 6. Alteration by You

If you wish to make a change to a confirmed booking please contact us in writing. Any changes made up to 56 days before departure will incur a minimum charge of £100 per change. In some cases airlines require tickets to be issued on booking and where tickets have been issued changes may be treated as a cancellation and will be subject to the charges shown in section 5. However, after that date any changes may be treated as a cancellation and may be subject to the charges shown in section 5.

Please Note: A change to the travel departure date once confirmed, is regarded as a cancellation and rebooking, not an alteration to the booking. Some suppliers, particularly airlines, whose special fares in some cases are non-refundable, may consider a name or other change to an existing booking, as a cancellation and rebooking, with up to 100% cancellation charges. It is your obligation to book under the correct names for yourself and your party as they appear in the relevant passport/s. If the services booked are dependent on a minimum number of people using the service, we will have to recalculate the total cost based on the new number of passengers travelling. The cost may therefore increase but as this is not a cancellation charge, it may not be covered by your insurance. No refunds will be given for unused services unless an amendment or cancellation has been made in which case the charges shown above will apply.

## 7. Cancellation by Us

(a) Packages - We aim to provide the travel arrangements you have booked without any changes, however, it is possible that cancellations may be necessary due to changes made beyond our control by airlines, hotels or other suppliers. For some "package holidays" to operate a minimum number of people may be required. If sufficient bookings are not received we reserve the right to cancel the holiday, but will do so at least eight weeks before departure.

In the unlikely event that your travel arrangements must be cancelled we will advise you as soon as is reasonably possible and you will be offered an alternative or a full refund. If we have to cancel your package holiday as a result of any other circumstances, we may offer you additional compensation where deemed appropriate.

Note: Compensation will not be payable when the cancellation is due to events beyond our control, such as war, threat of war, riots or disturbances, terrorist activities, industrial disputes, fire, nuclear or natural disasters, health risks, problems with transport, severe weather conditions or any other similar events.

(b) Other Travel Arrangements

In the unlikely event that a booking has to be cancelled, for any other reason than non-payment, then a full refund will be made of all monies paid, less any amendment fees or insurance premiums.

## 8. Alteration by Us

(a) Packages - Although it is unlikely, we may unfortunately have to make changes to your travel arrangements and we must reserve the right to do so. We will inform you of any major changes at the time of booking, or as soon as possible afterwards if you have already booked. If a major change is necessary, such as an alteration of your outward/return flights by more than 12 hours, change of resort, or reduction in standard of your accommodation, you will be offered the choice of:

- (i) accepting the change
- (ii) accepting an alternative
- (iii) receiving a full refund of all monies paid.

If the alteration results in a reduction in the total cost of your travel arrangements, we will make an appropriate refund. We will offer appropriate compensation for the charge imposed providing that it does not arise from circumstances outside our control.

(b) Other Travel Arrangements - Where we only act as a booking agent, particularly in the case of air tickets, we may not be notified of a major change before you travel. However, where we are notified, we will advise you as soon as is reasonably possible. If the changes are not acceptable to you, we will offer you an alternative if available, or a full refund. If your chosen alternative costs more, you must pay the difference, unless you have paid for your booking in full.

## 9. Lost tickets or vouchers

If your travel documents have not been received by you, or you have mislaid your travel documents, you must inform us at least 10 days prior to departure. Failure to do so may result in additional charges as special arrangements will have to be made.

## 10. Changes in Price

(a) Packages - The prices shown are correct at the time of booking. We reserve the right to increase the price after booking if any increase in price occurs in respect of:

- (i) minimum numbers not being reached for group bookings

- (ii) air fares or other transport costs,
  - (iii) taxes or duties payable, including new taxes introduced by any government
  - (iii) adverse changes to currency exchange rates
- In all cases we will pay any increase which is less than 2% of your package holiday cost, not including insurance premiums or amendment fees but increases in excess of 2% will be payable by you. If the cost of your holiday increases by more than 10% you may decide to cancel the holiday and have a full refund except for the insurance premiums or amendment fees paid after booking. If you want to cancel you must tell us within 14 days of being advised of the increase. In return we will not change the cost of your holiday within eight weeks of departure. The only exception to this offer is in respect of any government imposed charge that may be introduced to provide consumer financial protection which we may be required to collect on behalf of the government.

(b) Other Travel Arrangements

If you pay in full by the due date we guarantee there will be no change to the price you have paid after full payment is received. If you prefer to wait you may pay the balance of your booking eight weeks before departure, however in such cases the prices may be subject to change and we reserve the right to pass on any increase resulting from surcharges imposed by suppliers or exchange rate fluctuations. At present airlines, airports and government bodies are introducing new taxes and fees to pay for additional security. Again, we reserve the right to pass these charges on in full should they apply to your purchase up to 8 weeks before departure.

## 11. Our Liability

(a) Packages - Should you or any member of your party suffer illness, personal injury or death, through any misadventure out of any activity which does not form part of our package holidays, nor part of an excursion sold through us, we shall offer you every assistance we can. Assistance is given at our reasonable discretion.

We are responsible for ensuring that your package holiday is of a reasonable standard and as described to you. If any part fails to reach this standard and affects the enjoyment of your holiday, we will offer reasonable compensation providing it is not due to events outside our control. Our liability in all these cases is limited to a maximum of twice the value of the services affected. Citibond Travel (London) Ltd accept responsibility for death, injury, or illness caused by the negligent acts and/or omissions of our employees or agents, together with our suppliers and sub-contractors, servants and/or agents of the same, whilst acting in the course of their employment in the provision of your package holiday. We will pay compensation equivalent to that which would be awarded in an English Court, but will not offer compensation if the injury, illness or death is caused by your own fault or the fault of someone unconnected with the package, or an event that could not have been expected or avoided even with all due care. In respect of international carriage by air or sea our liability in all cases will be limited in the manner permitted by international conventions. You may ask for copies of these from our offices.

(b) Other Travel Arrangements - When acting only as a booking agent, Citibond Travel (London) Ltd has no liability whatsoever for any aspect of the travel arrangements and accepts no liability for any loss, personal injury or death however incurred, except where caused by our own proven negligence.

## 12. Complaints Procedure

If you have a problem during the course of your holiday, you must inform the supplier of the service, plus a representative whose details we have provided, or telephone our offices immediately, failure to do so may reduce or extinguish any possible claim. We will endeavour to put things right as soon as possible. We will acknowledge all complaints on their receipt and deal with them promptly and efficiently.

## 13. Privacy Notice

Citibond Travel is committed to protecting and safeguarding your personal data. As part of this commitment, we've updated our Privacy Policy to meet the standards of the General Data Protection Regulation (GDPR). All bookings are subject to our Privacy Notice, please visit [www.citibond.co.uk/info/Privacy-Policy](http://www.citibond.co.uk/info/Privacy-Policy) for full details.

## Other Information

### Travel documents

Passports / Visas / Health / Travel Advice: Passengers must be in possession of a valid passport, any necessary visas, plus any international health certificates required by the countries being visited. In the event that clients are refused permission to enter any country due to incorrect documentation, or health precautions, no liability can be accepted by Citibond Travel and no refunds can be made.

### Special requests

In the event of the company making a request on your behalf, e.g. Meals, seats, room requests etc., we will communicate that request to those responsible. A request cannot be guaranteed and therefore we cannot be held responsible if your request is not fulfilled.