



# TOUR BOOKING FORM

All Art History in Focus tours are ATOL protected



**PLEASE PROVIDE A SEPARATE FORM FOR EACH PERSON TRAVELLING**

*Art History in Focus*  
PO Box 1509, Woking, Surrey GU23 6XE  
info@arthistoryinfocus.com

## 1. PASSENGER NAME

Title \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Home Tel No \_\_\_\_\_

Work Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_

Email \_\_\_\_\_

## 2. HOLIDAY DETAILS

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

Departure Date \_\_\_\_\_

No. of nights \_\_\_\_\_

## 3. ACCOMMODATION DETAILS

Twin/Double Room (*please indicate*) with \_\_\_\_\_ (*insert name*)

Single Room

Upgrade required (subject to availability)

## 4. TRAVEL INSURANCE DETAILS

I understand that I am responsible for my own travel insurance which should cover me for all eventualities

**Please provide details:**

Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Contact Tel Number/Address \_\_\_\_\_

Any other information \_\_\_\_\_

## 5. API DETAILS

Please note that Advance Passenger Information (API) is required by airlines before tickets can be issued. Please check all details carefully. This information will be kept securely and confidentially.

Please note that passports must be valid for 6 months after the return date of travel.

Please provide details as they appear on your passport:

Title \_\_\_\_\_

First and Middle Names \_\_\_\_\_

Surname \_\_\_\_\_

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

Citizenship \_\_\_\_\_

Country of Residence \_\_\_\_\_

Passport Number or ID card number \_\_\_\_\_

Document Type? Passport or ID Card? \_\_\_\_\_

Which Government issued the Passport or ID Card? \_\_\_\_\_

Passport or ID Card Expiry Date \_\_\_\_\_

## 6. PRE-BOOKABLE OPTIONS

Please indicate your preference to opt in or out of any optional extras which are offered but not included in the price of the trip such as excursions, meals, operas etc

Description of optional extra \_\_\_\_\_

Price \_\_\_\_\_

Would you like to join this? \_\_\_\_\_

**7. SPECIAL REQUESTS AND DIETARY REQUIREMENTS**

Please mention any special requests, dietary requirements (*we need to know this in advance, for restaurant reservations*) or other information we might require

Special requests \_\_\_\_\_

Dietary requirements \_\_\_\_\_

\_\_\_\_\_

**8. MEDICAL INFORMATION**

Please note in detail all illnesses, known medical conditions and allergies. Please also note all medications currently being taken. It is very important that we have this information, which we require in case of an emergency. Please rest assured that it will be treated in the strictest confidence.

Medical Conditions \_\_\_\_\_

Medications \_\_\_\_\_

\_\_\_\_\_

**9. NEXT OF KIN (IN CASE OF EMERGENCY)  
(NOT SOMEONE TRAVELLING WITH YOU)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

**10. DEPOSIT PAYMENT**

At the time of booking a non-refundable deposit will be payable on overseas tours

**Total amount paid £** \_\_\_\_\_

N.B. Full payment is due no later than 13 weeks before your departure date. If you are booking less than 13 weeks before departure please enclose full payment per person (*late payment will incur administration charges*)

**11. METHOD OF PAYMENT**

Payments by cheque should be made payable to *Art History in Focus*

**12. HOW DID YOU HEAR ABOUT US? (OPTIONAL)**

\_\_\_\_\_

**13. DECLARATION**

I confirm that I have read and accept *Art History in Focus's* Terms and Conditions (these can also be downloaded from the *Art History in Focus* website.) I enclose the deposit (as detailed above), which is non-refundable in the event of my cancellation

Signature: \_\_\_\_\_

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

**Please make sure you have answered every question – thank you!**

**THANK YOU!**

**May we take this opportunity to thank you for your booking and to wish you a lovely holiday**