



www.gparts.com.au
Lic No: 18800298

To guarantee your booking, it is ESSENTIAL that you complete and sign the following form and return to Goddard and Howse with a deposit of \$500 per person within 7 days of your booking being confirmed.

Booking Number: _____

Tour Name _____ Departure Date ____/____/____

Tour Name _____ Departure Date ____/____/____

GUEST ONE

Surname _____

First Name _____ Date of Birth _____

Address _____

Postcode _____

Phone (B) _____ Phone (H) _____

Email address _____

Nationality _____

Next Of Kin - Name _____

Phone (B) _____ Phone (H) _____

Travel Insurance Company Name _____

Travel Insurance Policy Number _____

Frequent Flyer Number _____

Special Request (use space below) _____

GUEST TWO

Surname _____

First Name _____ Date of Birth _____

Address _____

Postcode _____

Phone (B) _____ Phone (H) _____

Email address _____

Nationality _____

Next Of Kin - Name _____

Phone (B) _____ Phone (H) _____

Travel Insurance Company Name _____

Travel Insurance Policy Number _____

Frequent Flyer Number _____

Special Request (use space below) _____

I, the undersigned, have read and understand the conditions of reservation (see terms and conditions below) and agree to pay any outstanding balance no later than 75 days prior to departure.

Please find enclosed payment of \$ _____ being a deposit/ full payment. Date ____/____/____

I have read the terms and conditions on the reverse side

Signed (Guest One) _____ Signed (Guest Two) _____

Terms and Conditions of Reservation

To be read in conjunction with Goddard & Howse ' Terms & Conditions

Deposits & Balance - A deposit of \$500 per person is required on confirmation of booking. Once a deposit is received it will be understood that you have read and accept the Conditions of Reservation, including matters outlined in Terms & Conditions. The balance is due 75 days prior to departure from Australia. Failure to pay in full by the due date may result in the automatic cancellation of your booking. If you are booking within 30 days prior to departure, full payment is due immediately, before your Small Group Journey can be confirmed.

Late Bookings - Bookings made 7 days or less prior to departure from Australia will be subject to a late booking fee of \$50.

Amendments - Up to 60 days prior to departure one amendment per booking is permitted free of charge. For all subsequent charges there will be a charge of \$50 levied per charge. Within 60 days prior to departure, cancellation fees may also be charged. Once documentation has been issued all amendments will incur a \$50 fee per change.

Cancellation & Refunds - Cancellation must be received in writing and will be subject to the following cancellation fees applied per person, per arrangement:

- More than 60 days before departure - deposit (\$500 per person)
Less than 60 days before departure - 25% or \$300 per person, whichever is greater.
Less than 35 days before departure - 100%

Cancellation of air arrangements will be subject to fees charged in accordance with the type of airfare used and airline tariff regulations. Refunds will not be given for unused or cancelled services after your tour arrangements have commenced.

Special Request.

Empty box for special request details.



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BOOKING TERMS AND CONDITIONS

Goddard and Howse Pty Limited ACN 062 891 865 (hereinafter called "the agent") only accepts instructions on the following terms.

1. Booking agents not carriers

The agent is not a carrier or keeper of inns, hotels, refreshment, boarding or lodging houses. The agent will arrange ticket bookings and reservations only as agent for their clients who accept the same subject to these terms and conditions as those of each of the concerns (hereinafter called "the travel services") with whom the agent may make arrangements for its clients.

2. No liability for delays etc

The agent is not liable, howsoever the same may arise, for cancellation of journeys, deviations, delays or the failure to provide seats, berths or facilities for carrying or storing luggage or for the failure to provide accommodation. The agent is not liable in the event of any alteration or change of any kind made by any of the travel services following the acceptance of any booking by them and clients are responsible for any increase in charges which the travel services may be entitled to require.

3. No liability for agent or others

The agent does not accept responsibility for any act, omission, default or neglect on its part, on the part of its servants and agents or of the servants or agents of the travel services for inquiry, damage or loss to persons or goods whatsoever and howsoever the same may be caused; and it does not warrant and are in no way responsible for the accuracy of any information given or statement made by its servants and agents or those given or made by the travel services their servants and agent.

4. Deposits

Tickets, bookings and reservations will only be negotiated by the agent on the payment of a deposit which will be accepted in part payment of the total costs incurred by clients, but receipt of a deposit does not constitute acceptance of any booking. In the event of any travel services cancelling any arrangement made on behalf of a client the agent will only be liable to refund the amount of monies paid by the client to them subject to the deduction of such sums if any as the travel services or the agent may be entitled to be paid.

5. Cancellations

Any cancellation made by a client must be in writing and the client shall be responsible for all expenses incurred by the agent in respect of making the bookings and cancelling the same for all payments which the travel services may lawfully require by reasons of the cancellation. The agent will repay to the client any monies held by them after deducting the said expenses and payments and in any event shall not be required to make repayment until they have received payment from the travel services of such monies as may be due to the client following such cancellation.

6. Right to modify arrangements

The agent reserves the right to modify arrangements required by or made on behalf of clients and to cancel the same without notice.

7. Non refundable fees

The agent shall be entitled to charge its clients the following non refundable fees:

- (a) a \$5.00 fee on the issue of all domestic airline tickets and a \$20.00 fee on the issue of any international airline ticket. Regardless of the number of tickets required to issue the itinerary the charge will only apply once per passenger;
- (b) a \$20.00 fee for the booking, maintenance and confirmation of car hire, land only bookings (including tour products) and hotel reservations;
- (c) a \$10.00 fee on any refund of any domestic airline ticket and a \$50.00 fee on any refund of any international airline ticket processed by the agent;
- (d) a \$20.00 fee for any refund for any refunds relating to unused accommodation, land only bookings (including tours), car hire and hotel reservations processed by the agent;
- (e) a \$10.00 fee for any visa application where the agent is required to make arrangements for the delivery or collection of visas or passports;
- (f) a \$10.00 fee for the courier of any document locally;
- (g) a \$20.00 fee for the courier of any document interstate or internationally in addition to the costs applied by the courier or freight company to deliver the document.
- (h) 2% charged for all credit card transactions.