

## VERY IMPORTANT INFORMATION TO BE READ BY THE CUSTOMER

1. **CONTRACT:** These are the terms on which we will make a booking for your travel or holiday requirements. When making your booking we will arrange for you to enter into a contract with the principal(s) or other supplier(s) (e.g., tour operator/airline/cruise company/accommodation company) named on your receipt(s). We can book you a package holiday with one company or we can book the services that make up your holiday with different principals or suppliers, in which case you will have separate contracts with each of them. As agent we accept no responsibility for the acts or omissions of the principal(s) or supplier(s) or for the services provided by them. The principal's(s') or supplier's (s') Terms & Conditions will apply to your booking and we advise you to read these carefully as they do contain important information about your booking. Please ask us for copies of these if you do not have them.

Our Terms of Business are governed by English Law and the jurisdiction of the English Courts. You may, however, choose the law and jurisdiction of Scotland or Northern Ireland if you live there and wish to do so. All travel arrangements which we provide, or which are sold through us are not an offer by us to sell any travel arrangements, but an invitation to you to make an offer to the suppliers of the arrangements. We are free to accept that offer on behalf of those suppliers or to reject it.

2. **BOOKING DETAILS:** When a booking is made all details will be read back to you. Once you have confirmed these details, we will proceed to confirm the booking with the principal(s) or supplier(s). Please check that all names, dates and timings are correct on receipt of all documents and advise us of any errors immediately. Any changes to these details will incur the charges stated below. Please ensure that the names given are the same as in the relevant passport. The booking information that you provide to us will be passed on only to the relevant suppliers of your travel arrangements or other persons necessary for the provision of your travel arrangements. The information may be provided to public authorities such as customs or immigration if required by them, or as required by law. This applies to any special category (sensitive) information that you give to us such as details of any disabilities, or dietary and religious requirements. In making this booking, you consent to this information being passed on to the relevant persons. Certain information may also be passed on to security or credit checking companies. If you are travelling to the United States, the US Customs and Border Protection will receive this information for the purposes of preventing and combating terrorism and other transnational serious crimes. If you travel outside the European Economic Area, controls on data protection may not be as strong as the legal requirements in this country. If we cannot pass this information to the relevant suppliers, whether in the EEA or not, we will be unable to provide your booking. Full details of our data protection policy are available upon request.

3. **PAYMENT:** You will be required to pay a deposit or make full payment for your booking at the time of booking. Where you only pay a deposit, you must pay the full balance by the balance due date notified to you. If full payment is not received by the balance due date, we will notify the principal(s) or supplier(s) who may cancel your booking and charge the cancellation fees set out in their Terms and Conditions.

Bank Details: Atlantis Travel of London LTD Account Number: 60123161 Sort Code 20 95 61  
(Please add your File ref)

**WE DO NOT ACCEPT NON-AIRLINE AMERICAN EXPRESS CARDS**

4. **CANCELLATION and AMENDMENT:** Any cancellation or amendment request must be sent to us in writing and will not take effect until received by us. If you cancel or amend your booking the principal(s) or supplier(s) may charge the cancellation or amendment charge shown in their Terms

and Conditions (which may be 100% of the cost of the travel arrangements) and you must pay us the cancellation or amendment charge stated below.

**5.INSURANCE:**

Travel Insurance The booking conditions of most tour operators & Cruise Lines require you to obtain adequate holiday insurance. Such insurance should ensure that you are fully covered against unexpected cancellation charges, medical expenses arising abroad, loss of luggage or money, and personal liability claims.

It is strongly recommended that you accept the insurance offered by the Tour operator or cruise line or your chosen insurance company. Being in receipt of this confirmation you are undertaking on behalf of yourself and your travel party that you will all obtain adequate travel insurance.

JustTravelCover.com - 0800 294 2972

Stay Sure Travel -0808 281 3075

**6.FINANCIAL PROTECTION:** The customer contract is with the Cruise line or Tour Operator and their relevant terms and booking conditions apply to your booking. Copies of the cruise Line or Tour Operators Terms and conditions are available on request.  
Atlantis Travel of London LTD are bonded with ABTA & the CAA.

**7.DELIVERY OF DOCUMENTS:** All documents (e.g., invoices/tickets/Insurance policies) that require to be posted will be sent to you by First Class post. Once documents leave our offices, we will not be responsible for their loss unless such loss is due to our negligence.

**8.PASSPORTS, VISAS AND HEALTH:** We can provide general information about the passport and visa requirements for your trip. Your specific passport and visa requirements, and other immigration requirements are your responsibility, and you should confirm these with the relevant Embassies and/or Consulates. Neither we nor the principal(s) or supplier(s) accept any responsibility if you cannot travel because you have not complied with any passport, visa or immigration requirements. Please note that these requirements may change between booking and departure. Most countries now require passports to be valid for at least 6 months after your return date. Please take special note that for all air travel within the British Isles, airlines require photographic identification of a specific type. Please ask us for full details. We can provide general information about any health formalities required for your trip, but you should check with your own doctor for your specific circumstances.

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IF TRAVEL IS TO THE EU YOUR PASSPORT IS VALID FOR 10 YEARS FROM THE ISSUE DATE. MOST EU COUNTRIES ALSO REQUIRE 3 MONTHS REMAINING ON YOUR PASSSPORT ON THE DAY OF YOUR RETURN TO THE UK BUT CHECK WITH YOUR AIRLINE AS A COUPLE OF THEM STILL REQUIRE 6 MONTHS.

IF TRAVEL IS OUTSIDE THE EU YOUR PASSPORT IS VALID UNTIL THE EXPIRY DAYE ON YOUR PASSPORT. HOWEVER, DIFFERENT COUNTRIES HAVE DIFFERENT REQUIREMENTS ON HOW LONG YOUR PASSPORT SHOULD BE VALID FOR.

Check on <https://www.gov.uk/foreign-travel-advice> FOR INFORMATION ON THE COUNTRY YOU ARE TRAVELLING TO.

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9.FINAL TRAVEL ARRANGEMENTS: Please ensure that all your travel, passport, visa and insurance documents are in order and that you arrive in plenty of time for checking in at the airport. It may be necessary to reconfirm your flight with the airline prior to departure. If you fail to reconfirm you may be refused permission to board the aircraft and you are unlikely to receive any refund.

10.COMPLAINTS: Because the contract(s) for your travel arrangements is between you and the principal(s) or supplier(s), any queries or concerns relating to the travel arrangements should be addressed to them. If you have a problem whilst on holiday, this must be reported to the principal/supplier or their local supplier or agent immediately. If you fail to follow this procedure, there will be less opportunity to investigate and rectify your complaint. The amount of compensation you may be entitled to may be reduced or you may not receive any at all depending upon the circumstances. If you wish to complain when you return home, write to the principal/supplier. You will see the name and address plus contact details in any confirmation documents we send you. We will of course assist you with this if you wish - please contact Customer Services. If the matter cannot be resolved and it involves us or another ABTA Member then you have the option to use ABTA's ADR scheme, approved by the Chartered Trading Standards Institute, see [www.abta.com](http://www.abta.com).

ATLANTIS TRAVEL CHARGE £16.00 PP BOOKING FEE ON ALL BOOKINGS

11.SERVICE CHARGES: IN CERTAIN CIRCUMSTANCES WE APPLY A SERVICE CHARGE AT OUR DISCRETION FOR THE SERVICES WE PROVIDE.

| SERVICE   | CHARGE                                 |
|---|--|
| CANCELLATION OR AMENDMENT PER PERSON  | PRINCIPAL'S CHARGE + £100.00           |
| SPECIAL REQUESTS AFTER A BOKING HAS BEEN CONFIRMED £25.00 PER PERSON (MIN £50.00 PER BOOKING) | PRINCIPAL'S CHARGE +                   |
| Collection of surcharges/additional taxes   | PRINCIPAL'S CHARGE                     |
| ARRANGING PASSPORTSAND VISAS  | PASSPORT/ VISA FEE + £25.00 PER PERSON |
| PRE-BOOKING AIRLINE SEATS AFTER CONFIRMED BOOKING   | PRINCIPAL'S CHARGE + £10.00 PER PERSON |

TICKETS DESPATCHED BY COURIER COST OF COURIER

We take data privacy seriously and in accordance with GDPR regulations, we have published a Privacy Statement detailing how we protect you and your data, a copy of our statement is available to you at any time on our website [www.atlantistravel.co.uk](http://www.atlantistravel.co.uk) or you may request a printed copy .  
E&OE