BCH ABTOT - Trading Charter (and Booking Conditions)

Woods Travel Ltd, Park Road, Bognor Regis, PO21 2PX

Where holidays include a flight (except Isles of Scilly) Woods Travel act as purely an agent and these holidays are covered by Destination Specialists ATOL Number 9503 or Premier Holidays ATOL Number 2713 as specifically itemised on the relevant tour pages.

1. FINANCIAL PROTECTION Your contract is with Woods Travel Ltd of Park Road, Bognor Regis, PO21 2PX. When you book a holiday with us, which does not include a flight (apart from the Isles of Scilly), the money you pay us for the booking will be protected by Bonded Coach Holidays (BCH) and the Association of Bonded Travel Organisers Trust Limited (ABTOT), this is a government approved consumer protection scheme. The scheme will also ensure your repatriation in the event the company becomes insolvent. Our Trading Charter and Booking Conditions set out clearly and simply the responsibility we have to you and in turn, you have with us, when a contract is made. Please see the Consumer Guarantee at www.abtot.com. There is no financial protection if you purchase just transport or accommodation-only from us. We fully comply with the Package Travel and Linked Travel Arrangements Regulations 2018. The combination of travel services offered to you is a package holiday within the meaning of the Regulations. Therefore, you will benefit from all rights applying to package holidays. Woods Travel will be fully responsible for the proper performance of the holiday and providing assistance if you are in difficulty. Your key rights will be in the details of the tour which will be provided prior to booking.

2. BOOKING AND PAYMENT When a booking is made, the 'lead name' on the booking guarantees that he or she is 18 or over and has the authority and accepts on behalf of the party the terms of these booking conditions and pays the required (per person) deposit of £100 (£150 for all air tours and £200 for CroisiEurope river cruises) and as confirmed in the pre-contract information. After we receive your booking and all appropriate payments, if the arrangements you wish to book are available, we will send you or your booking agent a confirmation invoice within 14 days. This confirmation will include any special requests we have agreed. A binding agreement will come into existence between us when we have received the deposit and we have dispatched this invoice to the 'lead name' or your booking agent. Please check the confirmation carefully to ensure all the information is correct. This contract is governed by English Law, and the jurisdiction of the English Courts. You can book by paying a deposit for each person named on the booking, but our commitment is always conditional upon the balance being paid at least 8 weeks before your departure. If you book within our balance due period, you will need to pay the total holiday cost at the time of booking. If the balance is not paid in time, we reserve the right to cancel your holiday, retain your deposit, and apply the cancellation charges set out in the paragraph below. The date of cancellation will normally be the date we receive your written confirmation that you intend to cancel or 15 days after the balance due date, whichever comes first.

Please note: Single occupancy of rooms, when available, may be subject to a supplementary charge and these will be shown in the brochure. The number of rooms available at this price may be limited.

Where optional items are purchased as part of the holiday, these are payable on the balance due date except where items, such as theatre tickets, have been specifically purchased for you. In this case the cost will be payable at a separate date notified to you and will not normally be refunded unless we obtain a refund from the supplier we use.

Whilst these terms are applicable to all bookings of any number of customers, for some group bookings there may be additional terms or information – we will provide those to you at the relevant time.

3. BROCHURE ACCURACY Although Woods Travel make every effort to ensure the accuracy of the brochure information and pricing, regrettably errors do sometimes occur, and where they do we reserve the right to correct prices and other details. You must therefore ensure you check the price and all other details of your holiday with us at the time of booking and when you receive our confirmation invoice.

4. OUR PRICING POLICY Woods Travel will endeavour to ensure that the most up to date and correct headline prices are shown in our brochure. The prices shown are those current at the time of printing this brochure. They are in line with the requirements of The Competition and Markets Authority (CMA). The CMA legally requires our headline prices and advertising to UK consumers to include all local tourist taxes, resort fees and destination charges, where known. In certain instances where we have not been notified, these may have to be paid by the consumer at the destination, we will notify customers when applicable.

Occasionally due to an error an incorrect price may be shown. When we become aware of any such error, we will endeavour to notify you at the time of booking (if we are then aware of the mistake) or as soon as reasonably possible. We reserve the right to cancel the booking if you do not wish to accept the price which is applicable to the holiday.

Holiday prices include all travel, hotel accommodation and meals as specified in the holiday description and VAT payable in the UK where applicable. Morning coffee, afternoon tea and other refreshments are not included (unless otherwise stated). Some hotels may make a small additional charge for porterage and tea, or coffee served after lunch and dinner. Gratuities to the hotel staff and driver/courier are at your own discretion.

The price of the holiday will not be subjected to any surcharges except those arising from exchange rate changes, transportation including the price of fuel, air & ferry operator fares and tolls, embarkation or disembarkation fees at terminals, duties and taxes (including the rate of VAT). If this means the total cost of the holiday increases by more than 8% then you are entitled to cancel your holiday and receive a full refund of all monies paid except any insurance premium and amendment charges. We will communicate the options with you either through email or letter, with a reminder if necessary. If you exercise the right to cancel, we must receive written notice within 20 days of the date of the surcharge invoice. The currency exchange rate used in the holiday costings are based on rates as at the publication date of this charter.

5. IF YOU CHANGE YOUR BOOKING - COACH HOLIDAYS ONLY If, after our confirmation has been issued, you wish to change to another of our holidays or change departure date, we will do our utmost to make the changes, but we cannot guarantee to do so. This option can only be used once and notification must be received in writing at our offices from the person who signed the booking form, at least 6 weeks before departure. This must be accompanied by a payment of £50 to cover our administrative costs, plus costs we incur in making the amendment. Alterations cannot be made within 6 weeks of departure and any such request for an alteration will be treated as a cancellation of the original booking and will be subject to the cancellation charges set out in paragraph below. Some arrangements cannot be changed without paying a cancellation charge of up to 100% of the ticket cost.

6. TRANSFERRING YOUR BOOKING - COACH HOLIDAYS ONLY You can transfer your booking to somebody else, but the person must satisfy all the conditions of the holiday and you must inform us either by letter or email no less than 6 weeks before departure. This transfer will cost £50 plus reasonable costs to make the transfer. You will remain responsible for ensuring payment before the balance due date. This is in addition to (and does not affect) the separate liability of the transferee to us.

7. IF YOU NEED TO CANCEL YOUR HOLIDAY You or any member of your party, may cancel your holiday at any time provided the cancellation is made by the person signing the booking form and is communicated to us in writing via the office who made your original booking. You must pay cancellation charges to cover our administration costs and to compensate for the risk of us not reselling the holiday. Your cancellation will take effect from the date on which we or our agent receive your written confirmation of your cancellation. You must also return any tickets or vouchers you have received. A reduction in room occupancy may increase the charges for the remaining passengers by the application of supplements for low occupancy of rooms. Where bought in supplies, such as ferries, hotel accommodation etc have been bought in on your behalf, and where the terms and conditions of the supplier are non-refundable, these products will be charged to you at the full retail rate. If this applies, the non-refundable items will be deducted from your holiday costs and the following scale of charges will be applied to the remainder:

COACH / AIR HOLIDAYS

Period before departure within which written cancellation of package is received	Amount of cancellation charge as a % of total package cost
More than 42 days	Deposit only
28 - 42 days	30% or Deposit, if greater
14 - 27 days	45% or Deposit, if greater
7 - 13 days	60% or Deposit, if greater
1 - 6 days	100%
Departure day or later including voluntary termination during the package	Total package cost

CROISIEUROPE RIVER CRUISES

Period before departure within which written cancellation of package is received	Amount of cancellation charge as a % of total package cost
More than 90 days	Deposit only
51-90 days	40% or Deposit if greater
30-50 day	50% or Deposit if greater
15-29 days	60%
7-14 days	80%
1-6 days	100%
Departure day or later including voluntary termination during the package	Total package cost

You may cancel your holiday without paying any termination fee before the start of the holiday, in the event of unavoidable and extraordinary circumstances occurring at the place of destination or its immediate vicinity, for instance, if there are serious security problems at the destination which are likely to affect the package.

8. ALTERATIONS TO YOUR HOLIDAY BY US We hope that we will not have to make any change to your holiday but, because our holidays are planned many months in advance, we sometimes do need to make minor changes. We reserve the right to do this at any time. We will let you or your booking agent know about any important changes as soon as possible, including the minimum number of passengers required on the trip. If after booking, and before departure, we make a major change to your holiday, you will have the option of withdrawing from the holiday without penalty or transferring to another holiday without any charge. In either case, we will pay you compensation, according to the scale set below. A major change includes the time of your departure or return time by more than 12 hours, a change in departure point, location of resort or type of hotel (excluding single overnight hotels on touring packages where the quality of the hotel is comparable). If we tell you about any of these changes after we have confirmed your holiday booking (other than force majeure), you may either:

- accept the new arrangements offered by us; or
- accept a replacement holiday from us of equivalent or similar standard and price (at the date of the change), if we can offer you one; or
- cancel your holiday with us and receive a full refund of all monies.

Either way, we will pay you compensation, using the Compensation table shown below,

Period before departure in which significant change is notified to you or your agent	Amount per person
More than 42 days	Nil
28 to 42 days	£10
14 to 27 days	£15
7 to 13 days	£20
1 to 6 days	£25

Rates reduced by 50% if package is of 3 days duration or less

IMPORTANT NOTE Compensation will not be payable if the holiday is cancelled because the number of persons booked is less than the number required, or for events beyond our control, which include: war, threat of war, riots, civil disturbances, terrorist activity and its consequences, industrial disputes, natural and nuclear disasters, fire, epidemics, health risks and pandemics, unavoidable and unforeseeable technical problems with transport for reasons beyond our control or that of our suppliers; hurricanes and other actual or potential severe weather conditions and any other similar events. You are also advised to check with The Foreign and Commonwealth Office Advice Unit regularly at www.gov.uk/browse/abroad/travel-abroad prior to travel.

All holidays operate if the minimum number of participants is met. However, in no case will we cancel your holiday less than 6 weeks before the scheduled departure date, except where you have failed to pay the final balance or because of force majeure (force majeure means an event which we or the suppliers of the services in question could not foresee or avoid and is therefore beyond our control).

9. OUR RESPONSIBILITY TO YOU We accept responsibility for ensuring the holiday which you book with us is supplied as described in our publicity material and the services offered reach a reasonable standard and if you are in difficulty, we will assist you. If any part of our holiday contract is not provided as promised, you may terminate the contract without paying a termination fee and we will pay you appropriate compensation if this has affected your enjoyment of your holiday. We will, however, not be liable if there are any unforeseeable or unavoidable actions of a third party not connected with our travel services as confirmed in the confirmation invoice and any other information we provided to you regarding the services, or there were unavoidable or extraordinary circumstances, or the lack of conformity is due to a traveller in the party. We accept responsibility for the acts and/or omissions of our employees, agents and suppliers except where they lead to death, injury, or illness. Our liability in all cases shall be limited to a maximum

of three times the value of the original holiday cost (not including insurance premiums and amendment charges). We 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 within the scope of, or during their employment in the provision of your holiday. We will accordingly pay to our clients such damages as might have been awarded in such circumstances under English Law. In respect of carriage by air, sea, tunnel and rail and the provision of accommodation our liability in all cases will be limited in the manner provided by the relevant international convention. If we make any payment to you or any member of your party for death or personal injury or illness, you will be asked to assign to us or our insurers the rights you may have to act against the person or organisation responsible for causing the death, personal injury or illness. This clause does not apply to any separate contracts that you may enter for excursions or activities during or outside of your holiday. If you or any member of your party suffer death, illness or injury whilst overseas arising out of an activity which does NOT form part of your holiday, we may offer guidance and where legal action is contemplated and you want our assistance, you must obtain our written consent prior to any proceedings (We limit the cost of our assistance to you or your party to £5,000 per party).

10. IF YOU HAVE A COMPLAINT If you have a problem during your holiday, please inform your Tour Manager, your driver, or the relevant supplier/resort representative immediately who will endeavour to put things right. If your complaint cannot be completely resolved locally, you must complete a Holiday Report Form which can be obtained by your driver or local representative. Once completed, a copy will be made and given to you to keep. Our contact number, for unresolved complaints will be our office number on 01243 868080 (open in office hours). If you remain dissatisfied, please follow this up within 14 days of your return home by writing to the Tours Manager (at our address), giving your original booking reference number and all other relevant information, including the reference of the Holiday Report Form. It is therefore a condition of this contract that you communicate any problem to the supplier of the services in question AND to our representative whilst in resort and obtain a written report form. If you fail to follow this simple procedure, we cannot accept responsibility as we have been deprived of the opportunity to investigate and rectify the problem. Should you wish to pursue the complaint further, BCH/ABTOT have an Alternative Dispute Resolution scheme, and full details are available from them. Please contact them at ABTOT 7th Floor, 69 Leadenhall St, London, EC3A 2BG

11. OUR COACHES-SEATING ARRANGEMENTS We will always use our reasonable endeavours to provide a coach to the specification in our brochure or advert but reserve the right to substitute an alternative vehicle should there be unforeseen circumstances. There is a seating plan but, in some cases, operational reasons may require a coach with a different configuration. We reserve the right to alter a coach seating plan and allocate seats other than those booked. Single passengers may be required to share a double seat with other single passengers. When your booking is confirmed, you will be given a choice of seats that are available at that time. If you feel that you require two seats, then these must be booked and paid for in advance, at the time of booking. If you fail to do this and it transpires that the seat allocated to you is insufficient for your needs and there is no alternative seating available, then you will be refused access to the coach and any payments made will be liable to forfeiture. Specific seats will not be allocated on coaches operating a feeder service between joining points and main holiday departure points or on coaches that carry out transfers between airports, seaports etc, or on any holiday taken outside mainland UK. On board facilities cannot be guaranteed in emergency conditions or where a coach is necessarily replaced. NO SMOKING is allowed on our coaches (including E-Cigarettes) and we do not allow pets or any other animals, although we accommodate registered assistance dogs, but not on overseas holidays.

12. HOTEL FACILITIES/ENTERTAINMENT Some hotel facilities may be withdrawn for routine maintenance or be subject to seasonal availability and provision of these facilities cannot be guaranteed. Some hotels arrange entertainment. Where this is part of the package, details are given on the relevant brochure page. Where it is not specified it may still be available but is at the discretion of the hotel and is not guaranteed. It may be withdrawn if there is a lack of demand or for operational reasons.

13. HEALTH AND SAFETY In some foreign countries, standards of infrastructure, safety and hygiene may be lower than those to which we are accustomed in the UK. You should therefore exercise greater care for your own protection. There may be countries that we visit that have special medical requirements for tourists. These regulations are subject to change, and our clients are responsible for complying with entry and current health requirements. If you are not sure of the health requirements for the country you are visiting, you are advised to check with your own GP before travelling. You are also advised to refer to the Department of Health website for Health Advice for Travellers (www.fitfortravel.nhs.uk/home) Some people may be at risk from discomfort or deep vein thrombosis (DVT) if they remain immobile on a journey for a long period. If you are planning to undertake a journey of more than three hours, you should consult your doctor, if you have ever had DVT, pulmonary embolism, a family history of clotting conditions, cancer or treatment for cancer, stroke, and heart or lung disease or if you have had major surgery in the past three months. We reserve the right to refuse any booking in the absence of a doctor's certificate confirming that you are fit to travel. Where we provide comfort stops you are encouraged to walk around. Exercise reduces any discomfort, which may be caused by periods of immobility.

14. TRAVEL DOCUMENTS, ITINERARIES AND PASSPORTS We can only provide general information regarding entry, passport, visa, immigration requirements and safety and health formalities applicable to your package itinerary. It is your responsibility to check such requirements (in good time before departure), in order to make your decisions to fulfil such requirements regarding your destination and/or the country/ies which you may be transiting through.Such information which you may need to check includes (but is not limited to) passport requirements including (but not limited to) how valid your passport must be after the return date, whether your passport must be machine readable, or which visas may be required for entry such as ETA for UK travel and/or ETIAS for EU travel. You must check the requirements for your own specific circumstances with the relevant bodies as applicable. We have provided a few useful resources below, though it is your responsibility to check and see if such body would be relevant to yourself:

- The Foreign, Commonwealth and Development Office ("FCDO," https://www.gov.uk/travelaware) – applicable to UK residents.
- UK Passport Office 0870 5210410 or https://www.gov.uk/browse/citizenship
- Embassies, High Commission and/or Consulates.
- Own Doctor.

For UK residents booking European travel, you should obtain a UK Global Health Insurance Card (UK GHIC) prior to departure unless you are able to rely upon an existing European Health Insurance Card (EHIC). For travel to Norway, Iceland, Liechtenstein and Switzerland, UK GHIC and EHIC cannot be used for medical treatment. Passengers to these destinations should obtain comprehensive medical insurance prior to departure, including cover for emergency medical treatment and associated costs.

We do not accept any responsibility if you cannot travel or incur any other loss because you have not complied with any entry, passport, visa, immigration requirements or health formalities. You agree to reimburse us in relation to any fines or other losses which we incur as a result of your failure to comply with any entry passport, visa, immigration requirements or health formalities.

We reserve the right to modify itineraries to conform with requests from competent authorities both within the UK and abroad. We reserve the right to alter the itinerary, due to unforeseen circumstances, whilst the tour is in progress.

14a. PICK-UP POINTS

DOOR TO DOOR SERVICE - Unless otherwise stated door to door service applies to all WOODS packages in this brochure providing your home address is within the red line on the map on the back cover of this brochure. If you reside outside this area, it will be at the discretion of the operator, and a supplement may apply. Please contact us for details.

LOCAL PICK UP POINT PACKAGES - You are responsible for ensuring that you are at the correct departure point, at the correct time, with the correct documents and we cannot be held liable for any loss or expense suffered by your party because of their late arrival at the departure point or through not having the correct documents.

15. SPECIAL REQUESTS All special needs and requests, if agreed, should be entered on the booking form and be included in the confirmation of the holiday. These cannot be guaranteed except where confirmed as part of our holiday commitment to you and are detailed on your holiday booking confirmation. We are keen to ensure that we plan the arrangements for your holiday so that special needs and requests can be accommodated as far as possible. If you will need assistance or may be unable to fully enjoy all aspects of your holiday, you must tell us in advance so that we can maximise your enjoyment of the holiday.
We will need to know if you will need special facilities in the hotel, taking part in the excursions or have difficulty boarding and travelling on the coach or other means of transport. Before booking your holiday, you should be sure that you and your party are both physically and mentally capable of completing the itinerary. If you need advice or further information, either you or your booking agent should contact the Tours Manager. If you will require a special diet, please tell us at the time of booking, or as soon as you are medically advised, together with a copy of the diet. Approximately 2 weeks prior to departure, we will send you or your booking agent all the necessary information and documents so that you receive them in good time for your holiday. Certain travel documents may have to be retained by us and your driver/courier will then issue them to you at the relevant time. If you lose a travel document after it has been issued to you, we will require you to meet the direct cost charged by the carrier/supplier for the issue of a duplicate or replacement.
Excursions which are included in the cost of your booking are detailed on the brochure page and refunds will not be made for excursions not taken. Optional excursions booked and paid for in resort do not form part of your booking. Admission fees to buildings, grounds etc. are not included in the price of the package unless otherwise stated on the relevant brochure page. Refunds for entry to properties owned by an association e.g. National Trust, English Heritage which are included in the package cannot be claimed. Woods Travel negotiate group rates, and as such, has minimum numbers to adhere to. Therefore, should you have a membership card, it will be the charity that will benefit by this.

16. PASSENGERS WITH DISABILITIES We want everyone to enjoy our travel arrangements. We are happy to advise and assist you in choosing a suitable holiday. It is important that, when booking, you advise us of any disability, specific need or complex need you may have and any special requirements to make sure the holiday is suitable for you. If a passenger requires personal assistance (for example, assistance with feeding, dressing, toileting, mobilising) then this passenger must travel with an able-bodied companion or carer and written confirmation that such assistance will be provided for the entirety of the holiday is required at the time of booking. Coach Drivers/Tour Managers are unable to provide such assistance.

IMPORTANT - You must tell us if you have an existing medical condition, disability or complex need that may affect your holiday or other group members' enjoyment of it, before you book your holiday. We reserve the right to request a doctor's certificate confirming you are fit to travel. If, in our reasonable opinion, your chosen holiday is not suitable for your medical condition or disability, we reserve the right to refuse your booking.

You are responsible for bringing with you the proper clothing and equipment, which we advise you about in our printed trip information.

Please contact us with regard to our policy on wheelchairs and mobility scooters.

17. PASSENGER BEHAVIOUR We want all our customers to have a happy and carefree holiday. You are responsible for your behaviour and hygiene and the effect it may have on others. If you or any other member of your party is abusive, disruptive or behaves in a way that could cause damage or injury to others or affect their enjoyment of their holiday or which could damage property, we have the right to terminate your contract with us and we will have no further liability or obligation to you. The coach driver/representative, ship's captain, or similar, authorised official is entitled to refuse you boarding if in their reasonable opinion you are unacceptably under the influence of drink or drugs or you are being violent or disruptive. If you are refused boarding on the outward journey, we will regard it as a cancellation by you and we will apply cancellation charges. If on your return journey, we have the right to terminate the contract with you.

We also request that mobile telephones are not used on the coach to make or receive calls, save for exceptional circumstances. All personal entertainment equipment should be operated in silent mode or used with headphones.

18. TRAVEL INSURANCE All passengers MUST have travel insurance if their holiday includes any of the following destinations: Isle of Man, Channel Islands, Isles of Scilly, Ireland, or Mainland Europe. It is a requirement of most travel insurance policies that you have a Global Health Insurance Card when travelling in the EU and carry it with you. These can be obtained via the NHS website. If you do not have adequate insurance and require our assistance during your holiday, we reserve the right to reclaim from you any medical repatriation or other expenses which we may incur on your behalf which would otherwise have been met by insurers. You must advise the name of your insurer, the policy number and 24-hour contact number. If your holiday does not include one of the destinations mentioned above, and you choose not to take travel insurance to protect your money, the lead passenger must complete an insurance disclaimer to that effect.

19. LUGGAGE On our Coach holidays please restrict your luggage to one medium sized suitcase weighing no more than 20 kgs per person. On some air packages, due to reduced luggage capacity, your baggage allowance may be reduced. We cannot accept responsibility for loss or damage to luggage unless through our negligence. Please do not leave valuable items in your suitcase when left on the coach.A small holdall can also be taken on the coach as hand luggage. **Please contact us with regard to our policy on wheelchairs and mobility scooters.**

20. CONDITIONS OF SUPPLIERS Many of the services which make up your holiday are provided by independent suppliers. Those suppliers provide these services in accordance with their own terms and conditions which will form part of your contract with us. Some of these terms and conditions may limit or exclude the supplier's liability to you, usually in accordance with applicable International Conventions. Copies of the relevant parts of these terms and conditions are available on request from us or the supplier concerned.

21. ADVANCED PASSENGER INFORMATION Many governments are introducing new requirements for our suppliers to provide personal information about all travellers to the authorities prior to travellers arriving at the destination. The data will be collected either at the time of, or, after a booking is made. Where we collect this data, we will treat it in accordance with our Privacy Policy.

22. EMERGENCY CONTACT Our emergency contact details are: Tel: 01243 868080

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