

C O L I N P R I O R

P H O T O G R A P H Y S C H O O L

Dunard House, 8 Clydesdale Road, Bellshill, Lanarkshire, ML4 2QB
T: + 44 (0)1698 844430 F: + 44 (0)1698 844428 Web: www.colinprior.co.uk

IMPORTANT PLEASE READ

How to Book - In selecting your trip we recommend that you read the relevant trip dossier which is available on request from our office. This information will ensure that you choose the most appropriate trip. In the case of a tailor-made trip, we recommend that you carefully review the personalised itinerary provided to you. If you have any doubts regarding your suitability for a trip, please contact our office.

Making a Booking - Simply send us a completed booking form by fax or post, accompanied by deposit payment. We can also accept reservations by telephone if a deposit payment is made by card but require a completed booking form to confirm your place. Please read the booking terms and conditions carefully. If booking less than 56 days before departure, full payment of the trip price is required. For legal reasons, a booking form must contain details of every person travelling.

Payment - We can accept payment by cheque, debit cards or Visa / MasterCard credit cards. Please note that there is a 2.0% surcharge for payment by credit card. If you are a non-UK resident, the 2% surcharge only applies to the balance payment. We also accept direct payment by bank transfer (please contact us for account details).

Insurance - It is a condition of booking that you are insured against medical and personal accident risks. This must include cover for the activities to be undertaken during the trip. We also recommend that you take out insurance, which includes cancellation and baggage cover. Our insurance policies are underwritten by AXA Insurance and arranged by Campbell Irvine insurance brokers. On request, we will send you full details along with your booking confirmation. The insurance can then be arranged directly with Campbell Irvine.

It is your responsibility to ensure you have read and understood fully the policy terms and conditions of the insurance cover you purchase in order to determine whether the cover provided meets your requirements. You must complete the declaration in the booking form below in order to confirm you have adequate travel insurance in effect. It is also your responsibility to disclose any material facts such as pre-existing medical conditions to your insurers. Please note that if you arrange a different insurance policy, you must bring proof of your insurance policy with you on holiday i.e. your insurance certificate or a copy.

Single Bookings - Over 50% of our clients book as a single traveller. In this case, we will allocate you a twin room with another client of the same sex. If you require a single room, a limited number are available on certain itineraries - please see booking conditions (No. 6) regarding single rooms and supplements. Single rooms are not available on sailing, sea-kayaking or canoe trips.

Confirmation of your Booking - Within 7 days of receipt we will confirm your booking by e-mail (or by post on request). At this time we will send you the trip dossier which includes everything you need to know about the trip. We will also send an invoice for payment of the balance. This is due 56 days before the departure date. Please note that a reminder will not be issued.

Final Details - If you require assistance with any matters before departure, please do not hesitate to contact us and we will endeavour to help.

If more than four persons are booking together, please complete an additional form. Detailed dietary conditions or medical information can be provided on a separate sheet if required.

Title	First Name	Surname	Email Address	Date of birth	Room Type*	Medical conditions	Dietary Requirements	No. of Days Experience*	Signature (only one signature required)

*Double, Twin or Single. Please see notes above.

*In the chosen activity. Approximate figure only. If more than 20 days, simply state 20+.

CORRESPONDENCE ADDRESS (BLOCK CAPITALS PLEASE)

NAME:	ADDRESS:
TELEPHONE:	MOBILE: (In order for us to contact you if you are not at the meeting point.)
E-MAIL: (In accordance with our environmental policy, all correspondence will be sent by email. If you do not have access to email and wish to receive documents by post, please tick <input type="checkbox"/>)	
EMERGENCY CONTACT DETAILS	
NAME:	TELEPHONE:
Please tell us where you heard about The Colin Prior Photography School:	
Balancing the carbon impacts of your journey. You can do this by supporting our partner charity Climate Care which uses your contribution to support carbon reduction schemes and reforestation projects. Calculate your contribution and donate online at www.climatecare.org.uk	

TRIP DETAILS & PAYMENT

TRIP NAME:	TRIP DATES:
Deposit* per person (25% of Trip Cost): <small>*full payment if trip begins in less than 56 days</small>	No of Persons booking: Total Deposit: £
<input type="checkbox"/> I enclose a cheque for the relevant amount <input type="checkbox"/> I have paid over the phone by credit or debit card; or arranged a bank transfer.	
Please charge my card as follows: debit card <input type="checkbox"/> visa <input type="checkbox"/> mastercard <input type="checkbox"/> Card No: <input type="text"/> Expiry date: <input type="text"/>	
Valid from (debit card): <input type="text"/> Issue No. (debit Card): <input type="text"/> 3-digit security code: (last 3 digits on signature strip) <input type="text"/>	
You must be insured to travel with The Colin Prior Photography School (tick one of these options)	
<input type="checkbox"/> Please send me details of Single Trip Insurance <input type="checkbox"/> Please send me details of Annual Trip Insurance <input type="checkbox"/> I have my own policy that meets booking condition 7, or have already bought the The Colin Prior Photography School policy	

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Terms and Conditions

Our commitment to you: Your contract is with Colin Prior Ltd (hereinafter referred to as "CPL" or "we" or "us"), of Dunard House, 8 Clydesdale Road, Bellshill, ML4 2QB, United Kingdom, registered in Scotland under Company No. SC280934. All tours and workshops you book with us are organised and sold subject to the following conditions:

1) To confirm your booking you are required to pay a non-refundable deposit of 25% of the trip price. Your balance must be paid by the due date shown on your invoice or in correspondence and failure to do so may result in the cost being increased or ultimately cancellation. Upon receipt by us of your deposit the contract between us will become binding and we will send you an invoice for the balance and advise you of the date for payment of the same. Brochure and website prices are quoted in UK Sterling; however payment will also be accepted in US Dollars and Euros. Payment will be accepted by: Visa, MasterCard or Maestro/Delta debit card (a surcharge of 2.0% will be levied for payments by credit card; for non-UK residents, this applies to balance payments only). Cheque (please allow 10 days from postage to clearance). Bank Transfer (details available from our office).

2) Any cancellation must be notified in writing by the person who made the booking. If you cancel your tour or workshop:

a) more than 56 days prior to the start of your tour, you will only be charged your deposit.

b) between 56 and 30 days, you will be charged 50% of the tour cost.

c) less than 30 days before the start of your tour or on or after the commencement of the tour, you must pay the full tour price plus any insurance premium paid. Note: We appreciate that wholly unforeseen events may result in cancellation. We therefore strongly advise you to take out insurance against irrecoverable cancellation cost (see Point 7 below). You will be advised of the exact amount of any cancellation charge prior to the cancellation being finalised.

3) Changes/Cancellation by Colin Prior Limited: Before you enter into a contract with us, we reserve the right to change any of the facilities, services or prices described in our brochure or website. We also reserve the right to cancel the tour or workshop. For example, if the minimum number of clients required for a trip is not fulfilled, we may have to cancel your tour. It is unlikely we will have to make any changes to your holiday as we plan the arrangements months in advance. Any changes are usually very minor, and we will advise you at the earliest possible date. If a major change becomes necessary, we will inform you as soon as reasonably possible if there is time before your tour begins. A major change is an alteration of the start or finish time of your tour by more than 12 hours, a change of tour location or a change to a lower standard of accommodation. When a major change or cancellation occurs you will have the choice of either accepting the change of arrangements, purchasing another available tour from us, or cancelling your tour (in which case the deposit is refundable). We will refund all payments made directly to us in respect of the tour cost and insurance.

We will not however be in a position to refund any personal expenses you may have incurred as a result of your booking such as flight deposit payments for land-only trips, travel insurance, equipment purchases, visas, vaccinations etc. Where a major change or cancellation arises from circumstances amounting to force majeure (see below), we will endeavour to refund all sums as yet unpaid by us to our suppliers, however your insurance policy must cover the remainder.

4) Any information provided by CPL on such matters as climate, clothing, baggage, special equipment etc. is given in good faith but without responsibility on the part of CPL.

5) It is a fundamental booking condition that you accept the hazards involved in this sort of trip and you accept that in visiting remote and mountainous regions there is an element of on-tour flexibility. The itinerary stated in the trip dossier is indicative only and not a guarantee that a particular route will be followed or place reached. You must acknowledge that delays and alterations and their results, such as inconvenience and discomfort, are possible where unforeseen circumstances arise. You must have a level of fitness commensurate with your chosen trip and you are responsible for bringing the appropriate equipment, details of which will be sent to you at the time of booking. If, in the opinion of the CPL Guide or Staff, your fitness or equipment may compromise the safety of a trip we reserve the right to cancel or terminate your tour. In these circumstances you will not be entitled to a refund nor compensation.

6) Accommodation is usually in twin or double rooms unless stated otherwise and we request that clients who book individually share a twin room. Where a single room is requested, we will do everything we can to accommodate that request at no extra cost. However, where we cannot achieve this, requesting a single room may attract a supplement. When making a booking you accept that this additional supplement may apply and, where appropriate, you will be advised and invoiced separately for the relevant amount. Please note that on some itineraries no single room accommodation is available.

7) To take part in one of our tours or workshops you must be covered by adequate insurance for the duration of the itinerary and for the activities undertaken. The insurance must include cover for cancellation and curtailment, medical and emergency expenses (including repatriation), personal accident, injury and death. In the event of emergency medical rescue and/or repatriation from a trip by whatever means, the responsibility of such costs will be borne by the client. It is therefore essential that adequate cover is in place. CPL's travel insurance policies are specially designed for our range of tours and workshops. A summary of cover is available from us on request. Our insurance policies are underwritten by AXA Insurance and arranged by Campbell Irvine insurance brokers.

8) If you are affected by a medical condition, which may affect your or other people's enjoyment of the tour, you must advise this at the time of booking.

9) If you leave the tour or workshop or undertake independent travel during the tour we are not responsible or liable for your actions or your safety.

10) If you have a complaint about the tour or workshop you should make it known to the leader at the earliest opportunity. If you feel your complaint has not been properly dealt with we shall endeavour to agree a settlement with you. Any outstanding complaint not resolved during the trip should be notified to us in writing within 30 days of the scheduled date of return.

11) CPL will accept liability for the negligence of its employees causing direct physical injury to passengers only to the extent that it is obliged under Scottish law. We cannot be held responsible for any mishap to yourself or your property, and in particular for the consequences of flight cancellations, vehicle accidents, strikes, sickness, Government or customs or police intervention or other such happenings amounting to force majeure. CPL and its employees are covered by world-wide public liability insurance up to a maximum of £2,000,000 in any one event. By signing our booking form you acknowledge that CPL has taken all reasonable steps to safeguard its liability in this respect.

12) CPL shall not be liable for any damages caused by the total or partial failure to carry out the tour if such failure is: attributable to anyone other than the CPL leaders; unforeseeable or unavoidable and attributed to a third party unconnected to CPL; a result of unusual or unforeseeable circumstances, reasonably beyond the control of CPL; a result of an event which CPL or any of its agents, even with all due care, could not foresee. Where CPL is found to be liable for damages in respect of its failure to carry out the tour or workshop, the maximum amount of such damages, compensation and loss of enjoyment will normally be limited to two times the cost of the trip. Where the damage relates to damage caused by the provision of road, rail, river or sea transport, or hotel accommodation, any compensation payable will be limited by the Athens Convention 1974 (sea), the Berne Convention 1961 (rail), and the Paris Convention 1962 (hotel accommodation). All air transport is undertaken entirely at your own risk. Any independent arrangements you make which are not part of the trip are entirely at your own risk.

13) Your financial security is guaranteed. Colin Prior Ltd has in place a tour operators' secure trust account in accordance with the European Union Package Holidays and Package Tours (Amendment) Regulations 1995. This trust account is administered by the Royal Bank of Scotland plc in which all trip payments made to us will remain until the trip is complete. In the event of financial failure before your departure, all monies paid, excluding insurance premiums, will be refunded to you. If failure occurs during the trip, all sums will be applied to the completion of the trip or, if this is not possible, you will be repatriated to the UK.

14) The booking conditions may only be waived by a Director of CPL in writing. When you sign the booking form you agree to accept all these booking conditions, and when we accept your booking we agree to carry out our obligations to you as defined in the tour proposal and other information provided to you. Both sides of this agreement are made subject to, and must be interpreted and enforced according to Scottish Law in a Scottish Court.

Colin Prior Ltd, 1st March 2007