

Please complete all details below and return with your deposit to: KTG Tours, 6 Lonigan Pde, Harrington Park, NSW, 2567  
**This tour departs and returns to Sydney. Exact pick up locations for this tour are still to be confirm.**

Tour Details:			
Tour Destination:	<b>Melbourne International Flower &amp; Garden Show</b>	Cost of Tour:	<b>\$1599.00</b> per person
Tour Start Date:	<b>23rd March 2020</b>	Tour End Date:	<b>28th March 2020</b>
		Length of Tour:	<b>6 days</b>

Passenger 1:			
Title: (CIRCLE) Mr Mrs Miss Ms	First Name:	Surname:	
Name to appear on 'Passenger Name Tag' (if different to above):			
Address:			
Suburb:	State:	Post Code:	
Phone Number:	Mobile:		
Email:			DOB:
Dietary Requirements:			
In case of an <b>emergency</b> : (NAME & PHONE NUMBER)			

Passenger 2:			
Title: (CIRCLE) Mr Mrs Miss Ms	First Name:	Surname:	
Name to appear on 'Passenger Name Tag' (if different to above):			
Address:			
Suburb:	State:	Post Code:	
Phone Number:	Mobile:		
Email:			DOB:
Dietary Requirements:			
In case of an <b>emergency</b> : (NAME & PHONE NUMBER)			

Accommodation Requirements:			
Double/Queen Room [2 PEOPLE, 1 BED] <input type="checkbox"/>	Twin Room [2 PEOPLE, 2 BEDS] <input type="checkbox"/>	Triple Room [3 PEOPLE IN ROOM] <input type="checkbox"/>	Single Supplement @ \$450.00 extra* [1 PERSON IN ROOM] *SINGLE SUPPLEMENT IS SUBJECT TO AVAILABILITY. <input type="checkbox"/>
Willing to Twin Share? <input type="checkbox"/>	If you are a single passenger willing to share and a suitable partner is not found, your deposit, subject to conditions as detailed on reverse, will be refunded. You will be given the option to pay a single supplement (if available) to retain your booking.		
If you require ground floor accommodation, please indicate if it is: ABSOLUTELY NECESSARY <input type="checkbox"/> WOULD BE PREFERABLE <input type="checkbox"/>			
Ground floor rooms are subject to availability and <u>cannot</u> be guaranteed			

Payment Details:		
1) A deposit of <b>\$100.00 per person</b> and a completed booking form is required to confirm your booking 2) Final balance is due <b>6 weeks prior</b> to the tour 3) Final documentation will be posted roughly 1-2 weeks prior to the tour		
<input type="checkbox"/> <b>Cash Deposit:</b>	Visit a St George Bank Branch and deposit cash directly into our account → Please ask the bank teller to use <u>your</u> phone number as a reference.	Account Name: <b>KTG Tours Pty Ltd</b> BSB: <b>112-879</b>
<input type="checkbox"/> <b>Direct Deposit:</b>	Please mail/email a copy of the receipt along with your Full Name & Tour.	Account Number: <b>412 889 598</b> Bank: <b>St George</b>
<input type="checkbox"/> <b>Cheque:</b>	Cheque should be made out to: <b>KTG Tours Pty Ltd</b> (please allow up to 10 working days to receive a receipt)	

## Terms and Conditions

Payment of your deposit and completion of the Booking Form acknowledges that you have read, understood and accepted these booking conditions.

**CANCELLATIONS AND REFUNDS** - Due to the extensive organisation involved with touring, a strict cancellation fee will be applicable to compensate for costs and lost revenue. We will always endeavour to calculate cancellation fees as fairly and quickly as possible. However, any third party costs such as hotel amendment fees or cancellation costs will be payable by you. We strongly recommend you take out travel insurance to cover against such charges. Once a booking is made the following cancellation fees will apply:

<b><u>Cancellation Policy – Travel Insurance is highly recommended.</u></b>	
Prior to 6 weeks from the commencement of the tour	Full refund of any monies paid less the initial deposit
Less than 6 weeks but more than 2 weeks from the commencement of the tour	50% of any monies paid less the initial deposit
Less than 2 weeks	No refund

**CANCELLATION BY KTG TOURS** - KTG Tours reserve the right to cancel a trip at any time prior to departure due to any event where we deem it is not viable for us to operate the planned itinerary. If we cancel your trip, you can transfer amounts paid to an alternate departure date or alternatively receive a full refund. In circumstances where the cancellation is due to external events outside our reasonable control refunds will be less any unrecoverable costs. We are not responsible for any incidental expenses that you may have incurred as a result of your booking including but not limited to Travel Insurance excess, additional accommodation or non-refundable flights.

**DEPOSITS AND PAYMENTS** - A deposit is required for every tour, with the amount varying depending on your specific tour. You will be informed of the deposit requirements when you make your booking or the brochure will have full details. If not otherwise stated the deposit amount of \$100 per person is required to confirm your booking. Deposits are non-refundable, however, in some circumstances where no costs have been incurred KTG Tours may refund a deposit at their discretion.

**PRICES AND INCLUSIONS** - Quoted prices are subject to change and availability until a deposit and completed booking form is received by KTG Tours. Acknowledgment of receipt will be provided by mail. Prices are based on twin share accommodation. Persons not sharing will be charged a single supplement fare. Single rooms are subject to availability. Your fare covers transport, accommodation, transfers and except where advised in the itinerary during the trip, provision of most meals and all entry fees. The price does not include items such as travel insurance, drinks, phone calls, laundry, entry fee into optional venues, tips to drivers, hostesses or tour guides or similar personal expenditure.

**TRAVEL INSURANCE** - Travel insurance is not included. KTG Tours strongly recommends that passengers take out their own travel insurance policy which covers personal liability, cancellation, loss of luggage and personal effects.

**CONDITIONS OF TRAVEL** - KTG Tours reserves the right to alter the route or itinerary of any of its tours and arrange alternative carriers to those advertised if necessary. No refunds will be given in these circumstances or in the event of any delay, curtailment or alteration of a trip resulting from any cause beyond our control, including but not limited to severe weather conditions. Components of trips are weather dependant and KTG Tours cannot be held liable if trip components are not available on the day of travel. For a number of reasons, such as road or weather conditions or non-compliance by a supplier, schedules, itineraries and/or accommodation may be caused to be changed without notice. Any resulting additional expenses incurred shall be the sole responsibility of the passenger. Insurance to cover such an eventuality is recommended. KTG Tours cannot guarantee pick up or drop off times and is not liable for passenger failure to connect with other services or any associated costs resulting from such delays. KTG Tours reserves the right to substitute coaches with a vehicle of a lesser standard as a result of mechanical failure, or any other unforeseen circumstance. KTG Tours will not allow passengers to commence or continue their tour if their physical or mental condition becomes unsafe to themselves or other passengers. KTG Tours will not be held liable for any expenses as a result of a passenger being required to leave the tour.

**LIABILITY** - KTG Tours acts as an agent for other 'providers', including suppliers of accommodation, air, ground transport, meals and attractions. Whilst we make every effort to safeguard our passengers, KTG Tours cannot be held liable for any damage, injury, or loss of any kind caused by or resulting from any act or omission by its employees, agents or contractors. KTG Tours also assumes no responsibility for any act of negligence, act or omission whatsoever by any company whose services are used as part of packages provided, including but not limited to activity and accommodation providers.

**LUGGAGE ON TOUR** - Due to the equipment required for tours, vehicles have limited luggage space. We therefore ask passengers to limit baggage to 1 medium size suitcase, preferably of soft material, weighing not more than 20 kilos and a small carry-on bag. Where flights are involved, airlines may impose weight and monetary conditions for the carriage of excess luggage. We accept no responsibility for loss or damage to personal belongings or baggage. We suggest you include the following essential items: non-slip walking shoes (sneakers), sun screen, hat, camera and small bottle of water. We recommend that items of value, including electronic items, should not be carried on tour, and liability and risk is with the owner.

**MINIMUM NUMBERS** - Tours require minimum passenger numbers to operate. In circumstances where minimum numbers are not reached, an alternative may be offered or if possible a smaller vehicle used or tours may be cancelled. In the event of a cancellation, KTG Tours will provide a full refund. Any passenger cancellations occurring prior to KTG Tours cancelling a Tour will incur a cancellation fee.

**WLLING TO SHARE PASSENGERS** - KTG Tours endeavours to match up single passengers who are willing to twin share on a tour. If you are a single passenger willing to share and a suitable partner is not found, your deposit, subject to our terms and conditions, will be refunded. You will be given the option to pay a single supplement (if available) to retain your booking. If someone is not compatible with the person they have been matched up with, any additional costs incurred to assist with changing their room type will be at the traveller's expense and will be subject to availability.

**SPECIAL NOTES** - Special room and dietary requests will be accepted and passed on to the hotels but cannot be guaranteed. For the enjoyment of all travellers KTG Tours operates a daily seat rotation system which all travellers must participate in as a condition of booking except where KTG Tours accepts by reason of medical condition or other that a passenger may not participate.