

Booking form

Dossier N°

Réservé au service groupes

I, the undersigned:

Name:

First name:.....

Address:.....

Post code:

Town:

Country:

Company-Organisation-School:

Phone:

Fax:

Email:.....

Billing address (if different):

Name:

First name:.....

Address:.....

Post code:

Town:

Country:

Company-Organisation-School:

Phone:

Fax:

Email:.....

Itinerary chosen:

Number of participants:

Date (dd/mm/yyyy):

Time: from..... to.....

1st chosen language (guide):

.....

2nd chosen language (guide):.....

.....

I have read and I accept the prices and conditions concerning the guided tours and itineraries proposed.

Date et Signature:

Itinerary chosen:

Number of participants:

Date (dd/mm/yyyy):

Time: from..... to.....

1st chosen language (guide):

.....

2nd chosen language (guide):.....

.....

Please tick where applicable:

I authorise the Lille Tourist & Convention Bureau to book, in my name, the coach necessary for the excursion

I authorise the Lille Tourist & Convention Bureau to book the restaurant, in my name (Please state your budget)

Type of group:

- Schoolchildren Business
 Business committee Senior association
 Other (state)

Paiement:

Credit card (Visa, Mastercard)

Card N°:

Expiration date: /

- Cheque**
 Transfer payment (join a substantiating document)

Please give us the European VAT number:
Extra charge on Sunday, bank holiday and after 9:00 pm:
€40 per hour and per guide.

To be returned by fax: + 33 (0)3 59 57 94 17
by mail: Palais Rihour - Place Rihour
B.P. 205 F-59002 Lille Cedex, France
Or by email: contact@lilletourism.com
www.lilletourism.com

This booking form is to be returned 3 weeks minimum before the day with the payment.
The group leader is kindly invited to be there 15 min prior to departure in order to fill in all the administrative paperwork...

General booking conditions

CONDITIONS:

The client acknowledges that he has been made aware of the relative information, especially the price, along with other elements constituting the services supplied.

LIABILITY:

The Lille Tourist Office & Convention Bureau offers services for which it operates as the sole representative of the client and takes charge of the steps necessary to carry out obligations ensuing from the present sales conditions. The Lille Tourist Office & Convention Bureau cannot be held liable for cases of involving acts of God, force majeure or actions by any person outside the organisation and not involved in the provision of the service. In its capacity as a service provider, the Lille Tourist Office & Convention Bureau has the freedom to select its partners. Moreover, it reserves the right to change the programme as well as the order of visits planned where there is a need to do so.

RESERVATION:

The reservation takes effect when the completed booking form duly signed by the client has been returned to the Lille Tourist Office & Convention Bureau. A contract detailing the cost for the reservation of services and guided tours is then sent to the client and should be returned to the Lille Tourist Office & Convention Bureau, duly signed with the deposit requested, prior to the option expiry date indicated on the contract. Any contract which is not returned prior to the option expiry date will lead to the cancellation of the service.

PRICE AND PAYMENT TERMS:

The client agrees to pay the total sum for the service agreed. Our prices are tax inclusive. The exact number of participants must be given 7 clear days before the group's arrival. After this deadline, the number of participants originally announced may be invoiced to you.

DEPARTURE:

The group leader is kindly invited to be there 15mn prior to departure in order to fulfill all the administrative paperwork.

IN THE EVENT OF A POSSIBLE DELAY:

Your guide will wait for a maximum of 1 hour and your visit will be shortened to take into consideration your late arrival. Nevertheless, if you wish to extend your visit beyond the pre-established timetable, in agreement with the guide and subject to his/her availability, you will be invoiced a supplement of 40 euros per hour and per guide.

COACH:

If you provide your own coach, this must imperatively be fitted with a PA system and regular sized.

CANCELLATION:

Cancellation by the client:

At the time of the reservation, it is the client's responsibility to request the cancellation conditions should these not be provided at the time the order is confirmed. All of the costs of the service provider and guided tours will be required from you in the event of any cancellation:

- Taking place 8 to 15 days prior to the group's arrival: 50%
- Taking place 8 days or less prior to the group's arrival: 100 %

Cancellation on the part of the Lille Tourist Office & Convention Bureau:

the entire sum paid by the group will be refunded. An insufficient number of participants may constitute grounds for cancellation.

TRAVEL AND TOUR OPERATOR No. IM059100048:

In compliance with the Loi Informatique et Libertés du 06/01/78 (Information Technology, Data Files and Civil Liberties Act (Act n°78-17 of January, 6th 1978)), we hereby inform you that we shall only use your personal data in order to manage your booking. To this effect, you have the right to access, amend, correct and delete personal data held for this purpose. You may exercise this right at all times by contacting Lille Tourist Office & Convention Bureau - Palais Rihour - BP 205 - 59002 LILLE CEDEX (France), contact@lilletourism.com.

Please note the information we require from you is only used to process your booking.

CONTACTS

Send your booking for groups by fax or by e-mail:
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