

YHA Affiliated (non-educational) Group Booking Form

Form No.

Please complete the non-shaded sections of this form and check all details for accuracy. Once completed, return it not less than one month prior to your arrival. Please return the completed form to:

YHA

for completion by the Hostel Manager

YHA Group Affiliation No.

Validated with a current Group Affiliation Card for discount †.

Group Title

Organiser's Name Mr / Mrs / Miss / Ms / other * _____
 * Delete as appropriate

Address _____
 County _____
 Postcode _____
 Telephone number (Home) _____ (Work) _____
 Fax _____
 E-mail _____

Arrival day _____ date ___/___/___ Departure day _____ date ___/___/___

Estimated Number of nights _____

Estimated Number of females _____

Estimated Number of males _____

Total Estimated Number in group _____

Non Returnable deposit of £25.00 enclosed _____

Prices *for completion by the Hostel Manager*

Facilities and services booked	Unit Price	Quantity	£ p	Comments
Adult member overnights				<i>Check all cards</i>
Under-18 member overnights				
Family member overnights / rooms				
Evening meals				
Breakfasts				
Packed lunches - <i>small</i>				
Packed lunches - <i>large</i>				
Rent a Hostel				
	Total overnights			Full Price <i>Validated on arrival</i>
	Less 10% Loyalty Discount †			
	Discount Price †			

† Discount is only available for bona fide Affiliated Groups, hostelling with five or more YHA members.

Payment Details *for completion by the Hostel Manager*

50% of the total amount £ _____
 Less the £25.00 deposit £ _____
 Less 10% Loyalty Discount £ _____ **Balance to pay on arrival *** £ _____

Declaration
 We agree to abide by the YHA Affiliated Group Booking conditions laid out overleaf.

Signature of Group Organiser _____ Date ___/___/___
 Membership number YHA (England and Wales) _____
 Membership number IYHF _____

Y.H.A. Hostelling & Local Group Booking Form.

Booking conditions for non-educational groups, affiliate members only.

To become an affiliate, telephone Matlock 0870 770 8868

How to book

1. Simply call the Youth Hostel of your choice, or our central reservations service, to check availability and make a provisional booking.
2. Y.H.A. will provisionally hold your accommodation for two weeks. At the end of this period the YHA affiliated booking form should be sent to the Youth Hostel together with a deposit of £25.00 which will be required to secure your accommodation.
3. Payment Schedule:
 - a) For bookings more than six months prior to date of arrival, a holding deposit of £25.00 per group is required together with the completed affiliated booking form showing the estimated numbers.
 - b) One month prior to the arrival date, 50% of the total amount, less the deposit of £25.00.
 - c) One month prior to the arrival date, written confirmation of numbers (both male and female), family rooms must be given to the Youth Hostel Manager. After this time, should any additions to the group numbers be required, then this is to be done by the individual concerned by direct contact with the Hostel Manager.
4. On arrival at the Youth Hostel the outstanding balance should be made as one payment. This final payment will include all the rates for under 18's, families, and adult members as applicable. Proof is required for U18 or Family Overnights, so valid membership cards must be shown.
5. The 10% Loyalty Discount is available on presentation of a current Group Affiliation Card at the hostel. In the case of Rent-A-Hostel, by direct validation of the Group's Affiliation by Central Reservations.
6. Payments should be made to YHA via cheque, credit/debit card. Payments should be made to YHA via cheque, credit/debit card.

Booking Conditions.

1. A booking cannot be confirmed by YHA (England and Wales) Limited until the £25.00 deposit per group has been received.
2. Cancellation. Please let the Youth Hostel staff know as soon as possible if you have to cancel your visit. A cancellation of a booking cannot be accepted unless it is given in writing and will only be effective from the day on which it is received.
3. Refunds will only be made on application to YHA National Office. The Group Booking cancellation package is not available to affiliated groups.
4. In all circumstances where cancellation by the YHA becomes unavoidable, the YHA will offer the group a choice of alternative Youth Hostels of at least comparable standard whenever this is possible.
5. The YHA reserves the right to cancel a booking if the payments required are not made
6. The YHA does not accept liability for the death, personal injury, loss or damage to personal effects of any participant, nor can the YHA accept any responsibility for delays or changes due to weather, strikes, war or other causes.
7. Leaders accompanying the group must agree to be responsible for the discipline and behaviour of the group. The leaders are liable for all damage caused by their action or the action of the group. The Group may also lose their membership card.
8. If you have a problem or complaint about your stay please contact the Youth Hostel Manager in the first instance. If your complaint should not be resolved to your satisfaction, please contact the YHA National Office at the address below.

YHA (England and Wales) Limited

Customer Services, Trevelyan House, Dimple Road, Matlock, Derbyshire. DE4 3YH

Or telephone 0870 770 8868

Or e-mail customerservices@yha.org.uk