

Fundraising Agreement between Macmillan Cancer Support and Event Participant

Thank you for committing to raise money for Macmillan Cancer Support through your participation in the Venice to Rome Cycle Challenge, taking place between 17-22 September 2018 (the "Event"). We are very grateful for your support and wish you the best of luck with your fundraising and, of course, with the challenge itself. Please read the following fundraising agreement carefully:

1. You are a Professional Fundraiser

Because you will be raising funds for Macmillan and the balance of your Total Trip Cost will be deducted from the funds you raise, you receive a benefit and so will be treated as a "professional fundraiser" under the terms of the Charities Act 1992 and the Charitable Institutions (Fundraising) Regulations 1994. This means that an agreement is required between us in order to comply with these regulations. Please read the terms set out below carefully as by signing the registration form for this challenge, you agree to enter into the following agreement with Macmillan.

2. Discover Adventure Trip Costs

When registering for this Event, you enter into a separate agreement with Discover Adventure (DAL), our Tour Operator who will provide the Trip to you.

The Total Trip Cost that is required by DAL in order for you to take part in the Event is made up of a

- Registration Fee of £250 payable by you at the time of Registration;
- a Basic Trip Cost of £850 and

[The conditions under which Macmillan will pay on your behalf the balance of the Trip Cost (that is less the Registration Fee which is payable by you) is set out in clause 4 below.]

3. Fundraising for Macmillan

You undertake to raise the Minimum Fundraising Target relating to the fundraising option you selected on registration:

- **Fundraising option:** you undertake to raise a minimum fundraising target of £2000
- **Provided that** £850 of the Minimum Fundraising Target is received by Macmillan at least four months before the departure date (17 May 2018)
- **Part Payment:** you undertake to raise the Minimum Fundraising Target of £1500
- **Provided that** £500 is paid to Discover Adventure prior to part cover the Trip cost and that £300 of the Minimum Fundraising Target is received by Macmillan at least four months before the departure date (12 May 2018)
- **Self funded:** you undertake to raise the Minimum Fundraising Target of £1150
- **Provided that** £850 is paid to Discover Adventure to cover the cost of the place at least four months before the departure date (17 May 2018)
- **and** you have provided evidence of having taken out an appropriate insurance policy covering your participation in the Event,

Macmillan will pay from the funds that you have raised the balance of the Trip Cost (as defined in clause 3 above) to DAL on your behalf (i.e. Total Trip Cost less Registration Fee that is payable by you at Registration) nine weeks before the departure date of the Event.

The balance of the funds you raise should reach Macmillan no later than 4 weeks after the Event. All sponsorship monies received by Macmillan over and above the balance of the Trip Cost it pays over to DAL on your behalf will fund Macmillan's work supporting people affected by cancer.

4. Fundraising Rules:

When undertaking your fundraising activities, you confirm that you will:

- a) when requesting donations, state that:
 - i) the donations are for Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604);
 - ii) the donations will not be refundable even if you do not or cannot participate in or complete the Event for any reason;
 - iii) you have made a contribution of £250 towards the cost of the Event but that Macmillan will be paying the balance of your trip costs out of the sponsorship monies that you raise, and that the amount paid by Macmillan to the Tour Operator will not exceed 40% of the minimum fundraising target amount.
- b) Accept any and all liability for costs charged to Macmillan for late cancellation as laid out in DAL's terms and conditions for this Event. If cancellation occurs in circumstances where recovery of cancellation charges is indemnified under your travel insurance, you hereby agree that you will co-operate in the recovery of these charges from the insurers and any sums recovered under the policy will be paid to Macmillan.
- c) Under certain circumstances, as set out in DAL's terms and conditions for this Event, DAL will refund to Macmillan any monies relating to the Total Trip Cost paid by it to DAL after deduction of cancellation charges or other allowable costs. You agree that Macmillan shall be entitled to keep any such refunded monies and shall not be obliged to pay them to you
- d) Keep details of the names and address of, and amount donated or pledged by all donors who consent to this, and provide such details to Macmillan within 5 working days of a request by Macmillan so that Macmillan can process gift aid claims. This does not apply to sponsorship raised online through JustGiving or Virgin Money Giving.
- e) Collect in and pay to Macmillan (or procure the payment to Macmillan of) all sums pledged to Macmillan through yourself;
- f) Ensure that all donations made by cheque are made payable to Macmillan Cancer Support;
- g) Pay all outstanding monies received in connection with the Event to us within 4 weeks of your return from the Event;
- h) Not raise money by carrying out house to house collections;
- i) Obtain Macmillan's written consent before collecting in any public place. You will also need to obtain a collector's licence from the responsible local authority (usually local council or police) and to make it clear that you are not an employee or agent of Macmillan;
- j) Not conduct any collection on private property (including shops, pubs etc) without first obtaining the permission of the owner;
- k) Not conduct any raffle or lottery without first obtaining written consent from Macmillan;
- l) Not shake a collection tin or bucket, as this is prohibited by law;
- m) Not do anything to bring the name or reputation of Macmillan into disrepute;
- n) Abide by the Codes of Practice issued by the Institute of Fundraising
(<http://www.institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice/>);
- o) Abide at all times by the Data Protection Legislation which includes but not limited to the Data Protection Act 2018, General Data Protection Regulations (EU) 2016/679 and any relevant and future data protection legislation;
- p) Contact the charity well in advance of putting on a public event, and ensure that the event and all third parties involved are fully insured;
- q) Obtain all fundraising materials and logos directly from Macmillan, and not reproduce Macmillan's logos or name without Macmillan's express permission;
- r) Indemnify Macmillan and keep Macmillan indemnified from and against any and all loss, damage or liability (whether a criminal or civil) (including, without limitation, legal fees and costs) incurred by Macmillan resulting from a breach of this Agreement by you or any other act or omission by you.

5. **Termination:** This Agreement shall last until 13 September 2019. Macmillan may terminate this Agreement earlier by sending written notice to you by ordinary first-class post to your address specified above and it shall be deemed received on the second day after the day of posting; On termination of this Agreement you will cease to raise funds for Macmillan and shall pay to Macmillan any sums raised before termination. Your obligation to keep details of the donors and sums pledged and provide them to Macmillan on request shall continue to apply;
6. **Liability:** Discover Adventure Limited is the sole organiser of the Event and Macmillan is not involved in and does not have any responsibility for the conduct of the Event and except in relation to your death or personal injury caused by the negligence of Macmillan, Macmillan shall not have any liability in respect of any property, loss, injury, damage, costs, claims, loss or liability whatsoever suffered by you in connection with your participation in the Event or this Agreement;
7. The terms of this agreement may only be varied by agreement in writing between us.
8. This agreement is governed by the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to hear any dispute or claim arising in association with this agreement.
9. **Data protection:** I have given Discover Adventure Limited certain information, including medical information, about me and I consent to Discover Adventure Limited passing my name and contact details to Macmillan so that Macmillan could provide me support with fundraising for the event. I understand that it will be necessary for my information to be shared with Macmillan in accordance with DAL's Terms & Conditions in order to provide me this support.
 - where you have opted to receive further information from Macmillan, Macmillan will be using the data according to the consents given.
 - We do not sell or swap your details with any third parties, but in order to carry out our work we may need to pass your details to service companies authorised to act on our behalf.
 - We will keep your details on our database so we can provide you with the best possible support every time you contact us.

All participants, supporters and spectators, including friends and families who choose to attend the event confirm that they are happy for their names, video footage, photographs taken of them during the event to be used to publicise the event by Macmillan Cancer Support and its trading companies (Macmillan Cancer Support Trading Ltd and Macmillan Cancer Support Sales Ltd) for commercial and fundraising purposes including, but not limited to marketing material, television broadcasts, social media, advertising, publications, and other documents or mediums that may be made available to the public. Photographs of children will not be used in this manner without express written consent; unless the images are incidental, for example, children's images at the starting line. For further information about how we collect and use personal data, please refer to our Privacy Policy.

Please now read Discover Adventure's Conditions of Entry on the next page:

DISCOVER ADVENTURE BOOKING CONDITIONS

The terms and conditions set out below form the basis of your relationship with Discover Adventure Limited ("DAL") of Throope Down House, Blandford Road, Coombe Bissett, Salisbury, Wiltshire, SP5 4LN and the Charity for whom you have chosen to raise funds ("the Charity"). Please read them carefully as they set out each party's respective rights and obligations. All bookings are subject to the following terms and conditions.

Background

DAL facilitates the raising of funds for charities by providing adventure trips. Persons wishing to raise monies for the charities concerned must commit to raise the fundraising target applicable for their chosen trip. The cost of the trip is paid to DAL out of the sponsorship monies raised and the remaining sponsorship monies are kept by the charity concerned as a donation.

All parties agree the following:

Definitions

1. In this Agreement, the following words shall have the following meanings unless the context otherwise requires:-

- (i) "this Agreement" means this Agreement including all schedules, appendices, amendments and additions.
- (ii) "the Trip/Event" means the inclusive arrangements, flights, accommodation, vehicle hire and all other products and services provided by DAL pursuant to this Agreement.
- (iii) "the Organiser" means the organiser as defined by the Package Travel, Package Holidays and Package Tours Regulations 1992 (Statutory Instrument 1992 No. 3288) and any amendment or re-enactment of the same and all other legislation implementing the EC Directive on Package Travel, Package Holidays and Package Tours (Council Directive 90/314/EEC).
- (iv) "the Charity" means a Charity registered in the UK who have consented to pay your Trip Cost
- (v) "the Registration Fee" means the registration fee payable to DAL for the Trip. This is payable in addition to the Trip Cost or Fundraising Target, and is non-refundable.
- (vi) "the Fundraising Target" means the amount of money that you have committed to raise for your chosen charity.
- (vii) "Trip Cost" means the cost of the Trip payable to DAL as advised at the time of booking (excluding the Registration Fee and any Airline Supplement and insurance premiums).
- (viii) "the Part Payment Trip cost" PPTC means the payment towards the Trip Cost as detailed at the time of booking
- (ix) "Airline Supplement" means the amount of any Airline Supplement payable to the airline(s) operating the flights which form part of the Trip and which you are advised at the time of booking.
- (x) "Surcharge" means any surcharge payable in accordance with clause 11 of section B of these booking conditions.
- (xi) "you" and "your" means the participant named on DAL's registration form.

Section A

1. Who organises the Trip?

DAL is the Organiser of the Trip. Your contract for the Trip is with DAL. Please note DAL's responsibilities are limited to the provision of the Trip in accordance with this Agreement. Except in relation to monies paid to the Charity and held by them on DAL's behalf in accordance with clause 2.4, DAL has no responsibility for any payments made to the Charity or for any act(s) or omission(s) of the Charity.

2. What are the Payment Options?

Payment Timetable
Pay the Registration Fee to DAL/ Charity at the time of booking PLUS one of the options below:
Self Funded Option: You must pay the Trip Cost and Airline Supplement in full, directly to DAL 16 weeks prior to the commencement of the Trip.
Part Payment Option: You must have raised the Fundraising Target advised at the time of booking and must be received by the charity 16 weeks prior to the commencement of the Trip. You must pay the Part Payment Trip Cost, directly to DAL 16 weeks prior to the commencement of the Trip
Fundraising Option: You must have raised the Fundraising Target advised at the time of booking and must be received by the Charity 16 weeks prior to the commencement of the Trip

- 2.1 If you wish to purchase the insurance offered by DAL all applicable premiums must be paid as soon as possible as cover is not effective until these have been paid. Please see clause 8.
- 2.2 Card payments: No card fees will be charged when paying the Registration Fee. A fee of up to 2% will be charged on all other card payments made to DAL to cover card transaction fees. Charges on payments made to the Charity are at the discretion of the Charity.
- 2.3 For non-flight inclusive bookings, all monies paid to the Charity (if any) up to the full amount of the Trip Cost including surcharges will be held on DAL's behalf until they are paid to DAL. For flight inclusive bookings, all monies paid to the Charity (if any) will be held on behalf of and for the benefit of the Trustees of the Air Travel Trust subject to the Charity's obligation to pay the Trip Cost including surcharges and any Airline Supplement unless we fail.
- 2.4 In the unlikely event of our financial failure, all monies held by the Charity or subsequently paid by you to the Charity in respect of the Trip cost and any Airline Supplement will be held by the Charity on behalf of and for the benefit of the Trustees of the Air Travel Trust without any obligation on the Charity to pay such monies to DAL. Please note: this clause only applies to monies paid to the Charity up to the full amount of the Trip Cost including surcharges and any Airline Supplement.
- 2.5 Monies paid to the Charity over and above the Trip Cost including surcharges and any Airline Supplement are a donation to the Charity and belong to the Charity.

3. What happens if I fail to pay all monies on time?

- 3.1 If you have booked under the Fundraising Option or Part Payment Option and fail to pay the Fundraising Target to the charity in accordance with the payment timetable above, any monies will become due in accordance with the Self Funded Option detailed in the payment timetable in clause 2 above.
- 3.2 If DAL/ Charity do not receive all payments due from you (including any surcharge where applicable) in full and on time, your place on the trip will no longer be guaranteed; further surcharges may be applicable. DAL/Charity will be entitled to keep the non-refundable Registration Fee paid. If you intend to cancel but have not notified DAL in writing of your intention to cancel by this date, you must pay the cancellation and any administration charges detailed in clause 14 depending on the date DAL reasonably treats your booking as cancelled.
- 3.3 You will be liable for all costs incurred by DAL/ Charity in order to collect any monies due. Late payment interest may be applied in certain circumstances.

4. What are your responsibilities?

- 4.1 You must not do anything or fail to do anything which is reasonably likely to bring the Charity and/or DAL into disrepute whether before, during or after the Trip.
- 4.2 You must ensure that all information you give DAL and/or the Charity, on DAL's registration form, insurance forms and medical questionnaire is complete, true and accurate. If you fail to do so, DAL and/or the Charity shall be entitled to cancel your booking and DAL shall be entitled to keep the Registration Fee you have paid. Depending on the date when DAL and/or the Charity discover that you have failed to comply with the provisions of this clause DAL will also be entitled to charge the cancellation fees set out in clause 14. See also section headed "DAL's Liability."

5. What happens to the information I provide?

Where necessary DAL provides the personal information given by you to the various suppliers who provide elements of the Trip (for example airlines). DAL provides this information to other bodies such as credit card and insurance companies who need to know them in order that payments can be processed and cover provided (where applicable). Please see our Privacy Policy for further information. If you do not wish DAL to use your details in this way, please let DAL know in writing to info@discoveradventure.com or the office address. Personal information shall be provided by DAL to the Charity for whom you are raising funds in order that they can support your fundraising. The Charity will be responsible for complying with applicable Data Protection legislation including but not limited to the Data Protection Act 2018, General Data Protection Regulations (EU) 2016/679) and any relevant and future data protection legislation in handling all your personal data including where you may have opted to receive further information from The Charity.

Section B

1.

2. How do I Book?

- 1.1 You must complete DAL's registration form and make the appropriate payment as set out in Section A at the time of booking. Your completed medical questionnaire and appropriate insurance form should be returned within 10 days of receiving your information pack. You must be at least 18 when the booking is made for all trips.
- 1.2 We will not accept any registration form without the appropriate payment as a confirmed booking. In this situation DAL will not issue you with a booking confirmation and no contract will exist between you and DAL and/or the Charity.

3. When will the booking be Confirmed?

Once DAL has received your registration and medical questionnaire and all appropriate payments, DAL will, subject to availability, confirm your booking by issuing a booking confirmation. Please check this carefully as soon as you receive it. You must contact DAL immediately if any information which appears on the confirmation or any other document appears to be incorrect or incomplete as it may not be possible to make changes later.

4. When does my contract for the Trip come into existence?

A binding contract between you and DAL comes into existence when DAL despatches its confirmation to you. You agree that English law (and no other) will apply to your contract and to any dispute, claim or other matter of any description which arises between you and DAL ("claim") except as set out below. You also agree that any claim (and whether or not involving any personal injury) must be dealt with by the Courts of England and Wales only to the exclusion of all other courts unless, in the case of Court proceedings, you live in Scotland or Northern Ireland. In this case, proceedings must either be brought in the Courts of your home country or those of England and Wales. If proceedings are brought in Scotland or Northern Ireland, you may choose to have your contract and any claim governed by the law of Scotland/Northern Ireland as applicable (but if you do not so choose, English law will apply).

5. What about Minimum Numbers?

Please note that each Trip has a minimum number of participants required for its operation. As a result DAL reserves the right to cancel a specific departure due to insufficient numbers up to 56 days prior to departure. In these circumstances DAL will endeavour to operate the trip although this may require earlier settlement of the Trip Cost. If we are unable to operate the same trip, you will be offered an alternative trip (which may involve an additional payment), or a complete refund (see options 5b and 5c under "Itinerary" below)

6. Itinerary

DAL starts planning the trips it offers many months in advance. Occasionally, DAL has to make changes to planned trips both before and after bookings have been confirmed. Whilst DAL always endeavours to avoid changes and cancellations, DAL must reserve the right to do so.

Most changes are minor. Occasionally, DAL has to make a "significant change". A significant change is a change made before departure which, taking account of the information you give DAL at the time of booking and which DAL can reasonably be expected to know as the Organiser, DAL can reasonably expect to have a major effect on the Trip. Significant changes are likely to include the following changes when made before departure; a change of accommodation area for the whole or a major part of the time you are away, a change of outward departure time of the Trip or overall length of time you are away of twelve or more hours, a change of UK departure point to one which is more inconvenient for you and, in the case of trips, a significant change of itinerary missing out one or more major destinations substantially or altogether.

If DAL has to make a significant change or cancellation, DAL will tell you as soon as possible. If there is time to do so before departure, DAL will offer you the choice of the following options:-

- (a) (for significant changes) accepting the changed arrangements
- (b) an alternative trip will be offered by DAL, of a similar standard and cost to that originally booked where possible. If this trip is in fact cheaper than the original one, DAL will refund the price difference to you (if you have paid all monies due to DAL under the Full Payment Option) or will refund the Charity (if you have booked under the Part Payment or Fundraising Option and all monies have been received by DAL from your chosen Charity).

- (c) you may choose any of DAL's other trips that are available. The price of these may be higher or lower than the original Trip and any difference will be payable.
- (d) cancelling or accepting the cancellation in which case you will receive a full and quick refund of all monies (including the Registration Fee) you have paid directly to DAL. Where the Charity has paid the Trip Cost and any Airline Supplement to DAL under the Part Payment or Fundraising Options, DAL will refund the Trip Cost and any Airline Supplement to the Charity (See "Refunds and Compensation" below.)

Please note, the above options are not available where any change made is a minor one.

If DAL has to make a significant change or cancellation, DAL will as a minimum, where compensation is appropriate, pay you reasonable compensation depending on the circumstances and when the significant change or cancellation is notified to you subject to the following exceptions.

Compensation will not be payable and no liability beyond offering the above mentioned choices can be accepted where DAL is forced to make a change or cancellation as a result of unusual and unforeseeable circumstances beyond DAL's control, the consequences of which DAL could not have avoided even with all due care or where DAL is forced to cancel due to the minimum number of participants required for the Trip not being reached.

No compensation will be payable and the above options will not be available if DAL cancels as a result of your failure to comply with any requirement of these booking conditions entitling DAL or the Charity to cancel (such as paying on time) or if the change made is a minor one.

A minor change is any change which, taking account of the information you have given DAL at the time of booking or which DAL can reasonably be expected to know as the Organiser, DAL could not reasonably expect to have a significant effect on the Trip.

Very rarely, DAL may be forced by "force majeure" (see "DAL's Liability" below) to change or terminate the Trip after departure but before the scheduled end of your time away. This is extremely unlikely but if this situation does occur, DAL regrets it will be unable to make any refunds (unless it obtains any refunds from its suppliers), pay you any compensation or meet any costs or expenses you incur as a result.

7. Challenge Participation and Responsibility

The Trip may involve hazards which are inherent to the activities involved in it. These inherent hazards increase the risk to participants of personal injury, death, illness, and/or loss or damage to property. By making your booking with DAL you acknowledge and accept the inherent hazards involved in the Trip. Except as set out in this Agreement, DAL cannot accept any liability for any personal injury, death, illness, loss or damage to property or any other loss or damage you incur as a result of your participation in the Trip. Any safety equipment supplied must be worn correctly at all times. Your cycling helmet should be worn at all times when you are cycling.

8. What about Flight Delays?

DAL regrets it is not in a position to offer you any assistance in the event of delay at your outward or homeward point of departure. Any airline concerned may however provide refreshments etc. DAL cannot accept liability for any delay which is due to any of the reasons set out in "DAL's liability" (which includes the behaviour of any passenger(s) on the flight who, for example, fails to check in or board on time).

9. Do I need Travel Insurance?

Travel insurance, including cover for baggage, is mandatory for all clients whilst on an overseas trip and advisory on all UK trips organised by the DAL. Subject to these booking conditions and other than liability arising from negligence in respect of death or personal injury caused by DAL or its staff, you travel, together with your personal property including baggage, solely at your own risk at all times. You are wholly responsible for arranging your own insurance and if you join the Trip without adequate insurance you may not be permitted to continue, with no right of refund.

If you choose not to take out DAL's specially arranged Travel/Cancellation insurance you are responsible for ensuring that you have adequate private travel insurance, with protection for the full duration of the trip in respect of at least medical expenses, injury, death, repatriation, cancellation and curtailment. If you make your own arrangements you should ensure that there are no exclusion clauses limiting protection for the type of activities included in the trip. You are responsible for providing details of this cover to DAL.

You must satisfy yourself that any travel insurance arranged through DAL meets your requirements and you should arrange supplementary insurance if need be. You are responsible for notifying DAL if you have not received insurance documentation after DAL has taken payment. Any claims concerning matters for which you are required to be or are insured must be directed to your insurers. You will be deemed to have read the insurance cover. All participants are personally responsible for informing insurance companies of any pre-existing conditions.

10. Do you require Medical Details?

DAL requires a completed medical questionnaire from each participant. If you are aged over 65 years of age or if you have any medical condition that could be adversely affected by exercise, particularly a heart condition or asthma, or if you have a BMI of 35 or more, you must provide DAL with a signed medical questionnaire and further information as necessary from your doctor. See also Section A clause 4.2 above.

11. What if I have a Complaint?

DAL is a Member of ABTA (No. Y6195) which requires us to maintain a high standard of service to you in accordance with ABTA's Code of Conduct. Should you have a complaint about any part of the Trip, you must tell both the relevant supplier and the trip leader at the time. It is only if DAL and the relevant supplier know about problems that there will be the opportunity to put things right. Any unresolved complaints must be communicated to the trip leader in writing immediately while on trip and to the office no later than 28 days after the return of the trip. If we are unable to resolve your complaint, we can offer you ABTA's scheme for the resolution of disputes which is approved by the Chartered Trading Standards Institute. Further information on the ABTA Code of conduct and ABTA's assistance in resolving disputes can be found at www.abta.com.

12. Will the Price of the Trip Increase?

11.1 DAL reserves the right to make changes to and correct errors in advertised prices at any time before your trip is confirmed. DAL will advise you of any error of which DAL are aware and of the then applicable price at the time of booking.

- (i) DAL reserves the right to pass on a surcharge in the following circumstances if DAL's costs increase as a result of increases in transportation costs or in dues, taxes or fees payable for services such as landing taxes or embarkation or disembarkation fees at airports or as a result of any changes in the applicable exchange rates and
- (ii) where the increase in DAL's costs exceeds 2% of the Trip Cost and any Airline Supplement where applicable.

11.2 If any such surcharge is greater than 10% of the Trip Cost and any Airline Supplement where applicable, you will be entitled to cancel your booking and receive a full refund of all payments you have made to DAL including the Registration Fee. If DAL has received payments from the Charity in respect of the Trip Cost and Airline Supplement where applicable, these will be refunded to the Charity. Alternatively you can purchase another trip from DAL as referred to in clause 5 of section B "Itinerary" above. Where applicable, you have

14 days from the issue date printed on the surcharge invoice to tell us if you want to cancel or purchase another trip. If you do not tell DAL that you wish to do so within this period of time, DAL are entitled to assume that you will pay the surcharge.

Any surcharge must be paid in accordance with the Payment Timetable detailed in clause 2 Section A or within 14 days of the issue date printed on the surcharge invoice, whichever is the later.

11.3 Should the cost of your Trip go down due to the conditions set out in clause 11.2 above, a refund will become due to you. Please note that some apparent changes arising from the conditions in 11.2 have no impact on the Trip cost due to contractual and other protection in place and in these situations will not give rise to a reduction in Trip cost.

DAL promises not to levy a surcharge within 30 days of the start of the Trip.

11.4 Insurance premiums, amendment and cancellation charges are not refundable.

13. Equipment

Clients taking their own equipment, including a bike, on a trip are responsible for any charges for transportation levied by the airline including excess baggage and should ensure that they have adequate insurance cover.

14. Participants

DAL and/or the Charity reserve the right on reasonable grounds to refuse participation to anyone at any time without having to disclose the reason. Your entitlement to participate depends on our being satisfied that there are no circumstances under which DAL ought properly to decline your participation. DAL's decision on your participation shall be final and binding. DAL however will not exercise this right without having clear grounds to do so. In any circumstances where DAL decides that you may not participate prior to departure, your Registration Fee will be refunded to you in full less any costs incurred.

When you book with DAL, you accept responsibility for any damage or loss caused by you. Full payment for any such damage or loss must be paid direct at the time to the accommodation owner or manager or other supplier. If you fail to do so, you will be responsible for meeting any claims subsequently made against DAL (together with DAL's own and the other party's full legal costs) as a result of your actions.

15. What if I want to cancel?

If you wish to cancel, DAL must receive notice in writing from you. Effective date of cancellation will be taken from the date such notice is received. Cancellation fees after registration has been made are dependent on the option you have selected as set out below. Registration fees, amendment fees and insurance premiums are not refundable irrespective of your payment option in the event that you cancel

Cancellation Charges		
Written notice of cancellation received by DAL:	Cancellation Charge	Cancellation Charge Part Payment Option
56-29 days prior to departure	50% of Trip Cost and Airline Supplement	50% of PPTC
28-15 days prior to departure	75% of Trip Cost and Airline Supplement	75% of PPTC
14-0 days prior to departure	100% of Trip Cost and Airline Supplement	100% of PPTC

If you cancel your booking, the cancellation charges referred to above will apply. Where you or your Charity have not paid the full Trip Cost including any surcharges and Airline Supplement to DAL, the Cancellation Charges set out above will become due. Where you or the Charity have paid the Trip Cost including any surcharges and Airline Supplement in full and on time to DAL, we will issue a refund to yourself or the Charity dependent on the payment option that you have selected.

If cancellation occurs in circumstances where recovery of cancellation charges is indemnified under your travel insurance, you hereby agree that you will co-operate in the recovery of these charges from the insurers and any sums recovered under the policy will again be paid to the Charity.

With regards to any monies paid to the Charity over and above the Trip Cost including any surcharges and Airline Supplement, no refund of these will be payable to you in the event of your cancellation of your booking as these monies were raised for charitable purposes.

Should you wish to make any changes to your confirmed booking, you must notify DAL and the Charity in writing as soon as possible. Whilst DAL will endeavour to assist, DAL cannot guarantee it will be able to meet any such requests. Where DAL can, an amendment fee of £75 per person/per booking will be payable together with any costs incurred by DAL and any costs or charges incurred or imposed by any of DAL's suppliers.

16. Passport, Vaccinations and Visas

You are responsible for arranging, and must be in possession of, a valid passport and any visas and vaccination certificates required for the whole of your journey. Information given by DAL about these matters or related items (climate, clothing, baggage, personal gear etc) is given in good faith but requirements may change and you must check the up to date position in good time before departure. It is your responsibility to obtain any necessary vaccinations for your trip and to do so well before the departure date.

17. Registration Form

Signing your registration form or submitting your online booking form signifies your agreement to abide by and accept the authority and decisions of our employees, leaders and agents, who represent Discover Adventure Ltd. If in the opinion of our employees, the leader, or agent, your behaviour or physical condition is detrimental to the safety, welfare and well-being of the group as a whole or that your general well-being will be put at risk at any time before or during a trip, you may be excluded from all or part of the trip without refund or recompense. The decision of the leader during the trip as to the conduct, itinerary and objectives of the trip is final.

18. Your Financial Protection

DAL holds an Air Travel Organiser's Licence issued by the Civil Aviation Authority (ATOL number 5636). When you buy an ATOL protected flight or flight inclusive Trip from DAL, you will receive an ATOL Certificate. We, or the suppliers of the services you have bought, will provide you with the services listed on the ATOL Certificate (or a suitable alternative).

In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable). If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit, you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent or your credit card issuer where applicable. You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme. Not all trips or travel services offered and sold by DAL will be protected by the ATOL Scheme. The air inclusive trips and flights DAL arrange are ATOL protected providing they are made in the UK. For further information, visit the ATOL website at www.atol.org.uk

DAL has provided a bond to meet the requirements of the Package Travel, Package Holidays and Package Tours Regulations 1992. In the event of DAL's insolvency, protection is provided for non-flight packages commencing in and returning to the UK and other non-flight packages excluding pre-arranged travel to and from your destination. Please note that packages booked outside the UK are only protected when purchased directly with DAL. In the above circumstances, if you have not yet travelled you may claim a refund, or if you have already travelled, you may claim repatriation to the starting point of your non-flight package.

19. DAL's Liability

- 18.1 DAL promises to make sure that the Trip arrangements DAL has agreed to make perform or provide as applicable as part of its contract with you are made, performed or provided with reasonable skill and care. This means that, subject to these booking conditions, DAL will accept responsibility if, for example, you suffer death or personal injury or your contracted trip arrangements are not provided as promised or prove deficient as a result of the failure of DAL or DAL's employees, agents or suppliers to use reasonable skill and care in making, performing or providing, as applicable, your contracted Trip arrangements. Please note it is your responsibility to show that reasonable skill and care has not been used if you wish to make a claim against DAL. In addition, DAL will only be responsible for what its employees, agents and suppliers do or do not do if they were at the time acting within the course of their employment (for employees) or carrying out work DAL had asked them to do (for agents and suppliers).
- 18.2 DAL will not be responsible for any injury, illness, death, loss (for example loss of enjoyment or possessions), damage, expense, cost or other sum or claim of any description whatsoever which results from any of the following: -
- the act(s) and/or omission(s) of the person(s) affected or any member(s) of their party or
 - the act(s) and/or omission(s) of a third party not connected with the provision of your Trip and which were unforeseeable or unavoidable or
 - 'force majeure' as defined below
- 18.3 Please note, DAL cannot accept responsibility for any services which do not form part of its contract with you. This includes, for example, any additional services or facilities which your hotel or any other supplier agrees to provide for you where the services or facilities are not advertised in DAL's brochure and DAL have not agreed to arrange them. In addition, regardless of any wording used by DAL on its website, in any of its brochures or elsewhere, DAL only promise to use reasonable skill and care as set out above and DAL does not have any greater or different liability to you.
- 18.4 The promises DAL make to you about the services it has agreed to provide or arrange as part of its contract with you - and the laws and regulations of the country in which your claim or complaint occurred - will be used as the basis for deciding whether the services in question had been properly provided. If the particular services which gave rise to the claim or complaint complied with local laws and regulations applicable to those services at the time, the services will be treated as having been properly provided. This will be the case even if the services did not comply with the laws and regulations of the UK which would have applied had those services been provided in the UK. The exception to this is where the claim or complaint concerns the absence of a safety feature which might lead a reasonable participant to refuse to take the trip in question. Please note, however, our obligation is to exercise reasonable skill and care as referred to in clause 18.1. We do not make any representation or commitment that all services will comply with applicable local laws and regulations and failure to comply does not automatically mean we have not exercised reasonable skill and care.
- 18.5 As set out in these booking conditions DAL limits the maximum amount it may have to pay you for any claims you may make against it. Where DAL is found liable for loss of and/or damage to any luggage or personal possessions (including money), the maximum amount DAL will have to pay you is £1,500 (fifteen hundred) per participant affected unless a lower limitation applies to your claim under this clause or sub-clause 18.6 below.
- For all other claims which do not involve death or personal injury, if DAL are found liable to you on any basis the maximum amount it will have to pay you is twice the price (excluding insurance premiums and amendment charges) paid by or on behalf of the participant(s) affected in total unless a lower limitation applies to your claim under clause sub-clause (6) below. This maximum amount will only be payable where everything has gone wrong and you have not received any benefit at all from the Trip.
- 18.6 Where any claim or part of a claim (including those involving death or personal injury) concerns or is based on any travel arrangements (including the process of getting on and/or off the transport concerned) provided by any air, sea or rail carrier to which any international convention or EU regulation applies, our liability (including the maximum amount of compensation we will have to pay you, the types of claim and the circumstances in which compensation will be payable) will be limited as if we were the carrier in question as referred to below. The most DAL will have to pay you for that claim or that part of a claim if DAL are found liable to you on any basis is the most the carrier concerned would have to pay under the international convention or regulation which applies to the travel arrangements in question (for example, the Warsaw Convention as amended or unamended and the Montreal Convention for international travel by air and/or for airlines with an operating licence granted by an EU country, the EC Regulation on Air Carrier Liability No 889/2002 for national and international travel by air, the Athens convention for international travel by sea as amended by the 2002 protocol where applicable). Please note: Where a carrier would not be obliged to make any payment to you under the applicable International Convention or Regulation in respect of a claim or part of a claim, DAL similarly are not obliged to make a payment to you for that claim or part of the claim. Under EU law Regulation 261/2004, you have rights in some circumstances to refunds and/or compensation from your airline in cases of boarding, cancellation or delay to flights, full details of these are available from the airlines. When making any payment, DAL are entitled to deduct any money which you have received or are entitled to receive from the carrier for the complaint or claim in question. Copies of the applicable International Conventions and Regulations are available from us on request.
- 18.7 Please note, DAL cannot accept any liability for any damage, loss, expense or other sum(s) of any description (1) which on the basis of the information given to DAL by you concerning your booking prior to DAL accepting it, DAL could not have foreseen you would suffer or

incur if DAL breached our contract with you or (2) which did not result from any breach of contract or other fault by DAL or its employees or, where DAL are responsible for them, its suppliers. Additionally DAL cannot accept liability for any business expenses or losses including self-employed loss of earnings.

18.8 You must provide DAL and its insurers with all assistance it may reasonably require. You must also tell DAL and the supplier concerned about your claim or complaint as set out under "What if I have a complaint?" If asked to do so, you must transfer to DAL or our insurers any rights you have against the supplier or whoever else is responsible for your claim or complaint (if the person concerned is under 18, their parent or guardian must do so). You must also agree to cooperate fully with DAL and its insurers if DAL or its insurers want to enforce any rights which are transferred.

18.9 **Force Majeure:** Except where otherwise expressly stated in these booking conditions, DAL regrets it cannot accept liability or pay any compensation where the performance or prompt performance of our obligations under our contract with you is prevented or affected by or you otherwise suffer any damage or loss (as more fully described in clause 18(1) above) as a result of "force majeure." In these Booking Conditions, "force majeure" means any event which DAL or the supplier of the service(s) in question could not, even with all due care, foresee or avoid. Such events are likely to include (whether actual or threatened) war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.

20. Flights

The flight timings detailed in trip documentation are for general guidance only and are subject to change. The latest timings will be despatched to you approximately two weeks before departure. In most cases your tickets will be given to you at the airport. You must check flight details very carefully immediately on receipt to ensure you have the correct flight times. It is possible that flight times may be changed even within two weeks of departure – DAL will contact you as soon as possible if this occurs.

DAL is not always in a position to confirm the airline, aircraft type and airport of destination which will be used in connection with any flight included in your trip. When this information is provided at the time of booking or subsequently, it is subject to change. Any such change will not entitle you to cancel or change to other arrangements without paying DAL's normal charges.

21. Conditions of Suppliers

Many of the services which make up the Trip are provided by independent suppliers. Those suppliers provide these services in accordance with their own terms and conditions. Some of these terms and conditions may limit or exclude the supplier's liability to you, usually in accordance with applicable International Conventions (see "Liability" above). Copies of the relevant parts of these terms and conditions are available on request from DAL or the supplier concerned.

22. Special Requests

If you have any special request, you must advise DAL in writing at the time of booking. Although DAL will endeavour to pass any reasonable requests on to the relevant supplier, DAL regrets it cannot guarantee any request will be met unless DAL have specifically confirmed this. For your own protection, you should obtain confirmation in writing from DAL that your request will be complied with (where it is possible for DAL to give this) if your request is important to you. Confirmation that a special request has been noted or passed on to the supplier or the inclusion of the special request on your confirmation invoice or any other documentation is not confirmation that the request will be met. Unless and until specifically confirmed, all special requests are subject to availability.

DAL regrets it cannot accept any conditional bookings, i.e. any booking which is specified to be conditional on the fulfilment of a particular request. All such bookings will be treated as "standard" bookings subject to the above provisions on special requests.

23. Promotional Material

DAL/Charity reserves the right to use any photographs, images or video taken on a trip or trip-related occasion by its employees, or forwarded by any person on the trip or connected to the trip, in its brochure, on its website, in its social network marketing activities or for use in any other relevant promotional material.

24. Foreign Office Advice

The Foreign and Commonwealth Office publishes regularly updated travel information on its website www.gov.uk/foreign-travel-advice which you are recommended to consult before booking and in good time before departure.