CHANGING LIVES THROUGH LIFE-CHANGING EVENTS

LONDON TO PARIS CYCLE 2018

Skyline event management

DO IT! for charity.com™

START YOUR ADVENTURE HERE…

Dear Adventurer,

Thank you for taking a peek into the world of Skyline's events!

We welcome you to join us on the iconic London to Paris Cycle. This exciting ride will take you from London through beautiful English villages and into the stunning countryside of rural France before you reach Paris and end your challenge under the Eiffel Tower! Whether you are an experienced rider looking to put in some mileage or a complete beginner on your first ever multi-day ride, you will find other cyclists at your level, make friends for life and go on an incredible adventure that will stay with you forever.

We look forward to welcoming you on the challenge of a lifetime!

Siobhan & Dominic

Siobhan Dillon
Co-Founder

Completed challenges include trekking the Great Wall of China, the Peru Trek, the Petra Trek, taking on the London to Paris Cycle and the London to Brighton Cycle (to name a few!)

Dominic Carolan
Co-Founder

Took on the Three Peaks Challenge, London to Amsterdam Cycle, Paris to Geneva Cycle, Vietnam Cycle, North and South Downs way and many more!

ABOUT THE CHALLENGE…

Dates
16th – 20th May 2018
12th – 16th September 2018

No. of days
5 days (4 days cycling)

Registration Fee
Secure your place on this challenge with a registration fee of £125.[1]

Funding options
Charity Fundraiser: Pledge to raise a minimum sponsorship amount of £1,600.[2]
or
Self-funder: Choose to pay the tour costs of £800 yourself.[3]

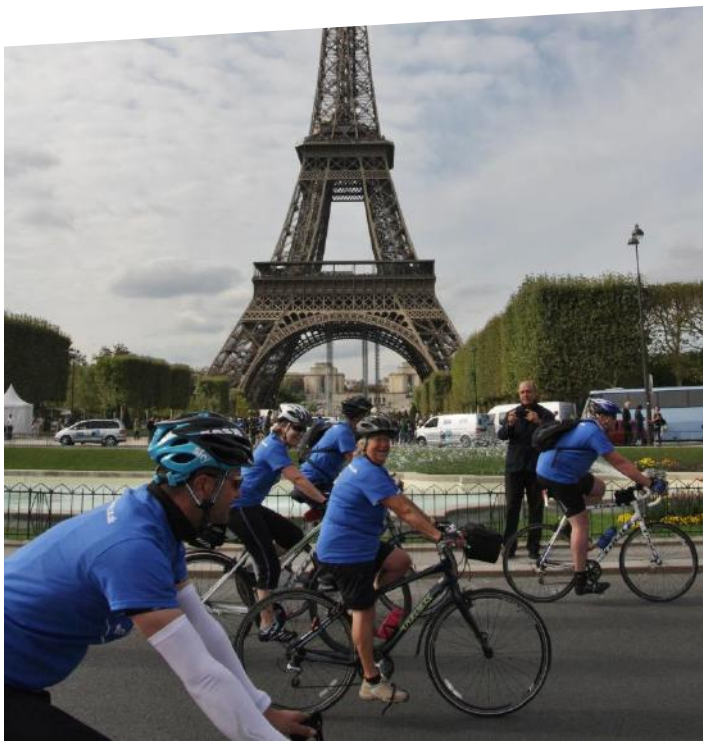
Reserve your space on the cycle here or head to **www.skylineoverseas.co.uk**.

Notes:
1. The registration fee is non-refundable. 2. All fundraising incurs costs. The tour costs are 50% of the minimum sponsorship level. The first 80% of this minimum sponsorship is due 12 weeks before the event. 3. Those who self-fund their place will receive an invoice for the tour costs 14 weeks before the event.

Skyline Events and the charity act as agents for Skyline Tour Operations Ltd. (ATOL protected 10069)

JOANNA'S GUIDE TO LONDON TO PARIS

Our European Cycles Operations Manager, Joanna, is a keen cyclist and London to Paris was a big challenge she wanted to tick off her bucket list! Here she shares her trip tips…



"There's something incredible about saying you've cycled from London to Paris and although the finish is always in sight it really is the journey that sets this challenge apart from others. You start the cycle with a group of strangers and after miles of laughs, jokes and undulations fuelled by plenty of jelly babies and bananas you finish in Paris as firm friends."

Joanna's Top Tips

Like any challenge, this cycle will take you out of your comfort zone but is sure to be an experience you never forget.

Take the training seriously but you don't have to go overboard. These trips are designed to be a challenge but also enjoyable. Tick off the longest day in terms of distance at least once before you go and make sure you practice cycling on back to back days. The better prepared you are, the more you will enjoy the trip.

Make sure you enjoy the ride at your own speed – this isn't a race! Take in all of the beautiful scenery and don't rush your journey, you'll meet cyclists of all abilities along the way!

I'd definitely recommend investing in some padded shorts (you'll thank me on those longer cycling days!) and it goes without saying that a good bike will make your challenge much more enjoyable – make sure you get plenty of training on the bike you'll be riding to Paris on!

Support

From the moment you sign up, to the trip itself, we'll be with you every step of the way.
You'll have your own dedicated Event Coordinator in the office who will be on hand to help with anything from training tips to discussing fundraising ideas and what to pack. On the challenge itself you'll be supported by our team of Skyline crew, including a mechanic, who will work tirelessly to get everyone safely and happily to the finish line!

Exploring Paris

We provide your return Eurostar journey and bike transport back to London St Pancras on Day 5 but you may be interested in exploring more of this wonderful city, be it visiting Notre Dame, The Louvre or maybe even a trip to Disneyland Paris!
If you stay on in France after the end of the cycle you'll need to arrange your own return transport for you and your bike.

Interested?

Head to www.skylineoverseas.co.uk or complete the registration form at the back of this brochure to book your place on this challenge of a lifetime.

ITINERARY

Day 1 *London to Calais*
Our challenge begins bright and early from Crystal Palace heading south towards the coast. Today's route winds through the beautiful Kent countryside before we reach the famous white cliffs of Dover. From here we catch the ferry to Calais for our first overnight stop.
Approx. 95 miles cycling

Day 2 *Calais to Abbeville*
La belle France! Stunning picturesque countryside awaits us in northern France as we travel south from Calais to Desvre, a small market town known for its ceramics. We then follow river valleys before finally arriving in Abbeville, a town steeped in history from the war which despite extensive damage in just one night has retained its beautiful Gothic church.
Approx. 75 miles cycling.

Day 3 *Abbeville to Beauvais*
Our route this morning follows the river Somme out of Abbeville. Though the famous battle likely comes to mind first, the name Somme actually derives from the Celtic word for 'tranquility' which fully encapsulates the feeling of the day as you cycle through this beautiful region. We finish the day in Beauvais whose market square is a true highlight with several of the buildings dating from the twelfth to sixteenth centuries.
Approx. 70 miles cycling.

Day 4 *Beauvais to Paris*
Our final day of cycling and the big push to Paris! We are still treated to some stunning countryside all the way up to our lunch spot by the River Seine. After lunch we follow the river down through the suburbs until we reach the Bois de Boulogne – the largest park in Paris. We then have a short ride along the famous wide boulevards of Paris before reaching our finishing point at the Eiffel Tower!
Approx. 60 miles cycling.

Day 5 *Paris to London on the Eurostar*
The day is yours to soak up the Parisian way of life and explore the city and visit the landmarks only yesterday you were cycling by. We will meet you in the afternoon at the Gare du Nord to catch the Eurostar home arriving at St Pancras, where you will be reunited with your bike which will have been transported for you overnight.

Due to the nature of the challenge, this complex itinerary is subject to change.

BOOK NOW

KEY FACTS

What's Included?
Accommodation, travel by ferry and Eurostar, all meals during cycling days, water, refreshments, guides, mechanics and medical support.[1]

Accommodation
2 – 3* hotels throughout the cycle.

Climate
It can reach up to 26°C during the day with lows of around 16°C. The climate of northern France is very similar to southern England, so being prepared for any combination of sun, wind and rain is key!

Meals
Breakfast, lunch and dinner will be provided throughout the trip along with morning and afternoon rest stops. Most dietary requirements can be catered for, please advise upon booking.

Packing
We'll provide you with a kit list tailored to this challenge when you book; a cycle helmet is compulsory. Whilst on the cycle your main bag will be transported for you so all you need to carry is your day pack with your essential items. We strongly recommend that you use your own bike for both your training and the cycle itself.

FUNDING YOUR CHALLENGE…

FUNDRAISE

You can choose to raise the full amount of sponsorship to ensure your event costs and minimum amount to your charity are all covered! This way, you don't have to pay a thing towards your challenge and your charity receives a huge amount of much-needed funds! Both Skyline and your charity will be on hand with fundraising tips and advice to get you started.

SELF-FUND

You can pay your own event costs – this way every penny you raise will go to your chosen cause! We recognise that a huge part of the challenge can be the fundraising element so with this option you are able to pay for your own place and then raise the remaining amount for charity.

PART-PAY

With this option you are able to pay a portion of your event costs (whatever you can manage) and then raise the rest. This just means that you can do a little less fundraising and can make a contribution to your challenge yourself.

Notes:
1. All participants are responsible for their own passports and any necessary visas. The tour costs do not include travel insurance which is compulsory. Dinner on the ferry on day 1 and lunch on day 5 are not included.

FUNDRAISING

Fundraising is certainly achievable if you put your mind to it and needn't be daunting - the important thing is to let everyone know about the great cause you are fundraising for and to enjoy yourself! With a bit of creativity, energy and determination you will easily be able to reach your fundraising target. Here are some ideas to start you off and we're more than happy to help with any questions you may have!

Begin by setting up an online donation page and ask everyone you know to donate – the more people you ask, the more you will raise!

Host a dinner night/coffee morning and charge guests for a delicious home cooked meal or tea and cake.

Put on the ultimate fundraising spectacular and host a charity ball!

Host your own pub quiz or bingo night.

Dig out your unwanted treasures and organise a car boot or jumble sale.

Organise a games night and invite friends over, charging for an evening of fun and games!

Leave collection boxes in your local pub or shop or organise a bag pack at your local supermarket.

Your charity will be on hand to provide you with a fundraising pack and plenty of useful hints and tips to help you hit your target!

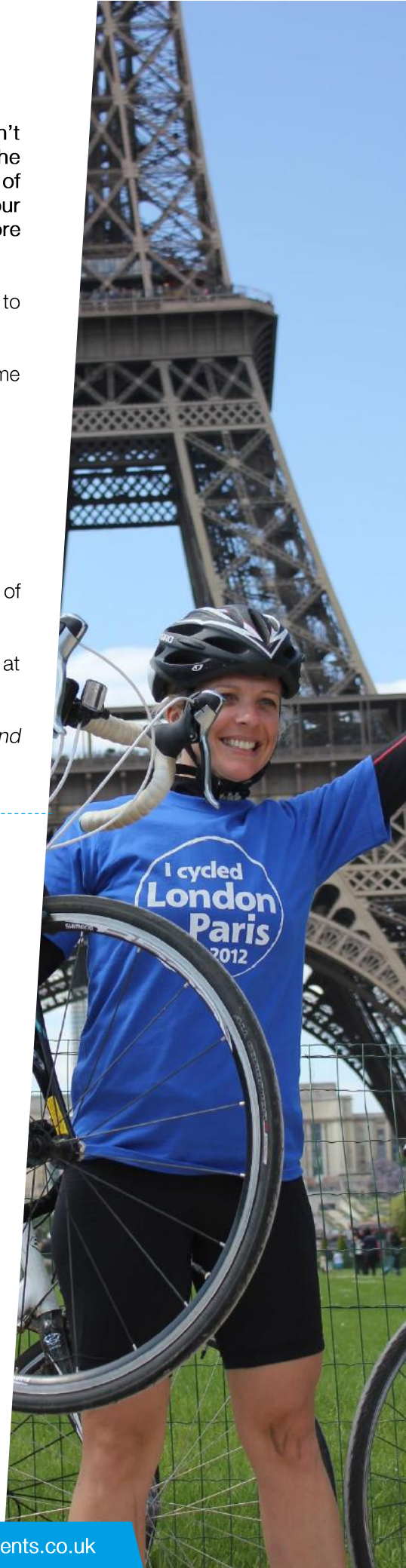
PREPARATION

All of our challenges are graded from Moderate (1) to Extreme (5) and the London to Paris Cycle is graded Challenging (2). It's a tougher event which is suitable for all abilities and for those after a new adventure! This cycle requires plenty of training as you will be physically tested.
This training is essential to prepare yourself for the challenge and you can find a full training guide on your Participant Page upon booking on to the ride.

We will provide you with a full kit list tailored to your cycle once you have signed up so that you will be fully prepared before you go! It's important to purchase good quality kit and equipment that suits you - never underestimate the importance of a good bike! You should train on the bike you will be riding on the challenge and get out on consecutive days so you know you will be comfortable taking on long distances and that you have an enjoyable ride!

CycleSurgery

We have teamed up with CycleSurgery to offer our Skyline participants a special 15% discount in recognition of your continued support so do utilise this when purchasing your equipment for the challenge! (Further info provided upon booking.)



ABOUT OUR CHARITY

ABOUT SKYLINE

Skyline are celebrating turning 25! Over the past three decades we're proud to have been at the forefront of building a charity challenges industry where anybody can take on a challenge of their choice and raise funds for a cause that is close to their heart.

Whether it's a 5km run dressed as your favourite Superhero, a daring Skydive from 12,000 feet, cycling the 300 miles from London to Paris, or trekking the highest mountain in Africa, we welcome you to explore the world with us whilst at the same time exploring your own limits and hopefully exceeding them!

Founded in 1992 we now have over 25 years experience and work with over 5,000 charity clients, arranging events for hundreds of thousands of valued fundraising participants who collectively raise in excess of £10M per year for our benefiting charities and we are excited to have you join us to grow that total even further!

LONDON TO PARIS CYCLE
Registration Form

☐ 16th – 20th May 2018 ☐ 12th – 16th September 2018

PRICES:
Non refundable booking fee payable now £125
Then… Charity fundraisers pledge a minimum sponsorship level of £1,600
Self-funders will be invoiced for tour costs of £800

I am self-funding my challenge ☐

I am raising funds for: _____

Personal Details (please use capital letters) – alternatively book online: www.skylineoverseas.co.uk

Title as on passport (please circle) Mr / Mrs / Ms / Miss / other _____

Forename(s) as on passport _____

Surname as on passport _____

Address _____

_____

Postcode _____

Telephone number _____

Email _____

Where did you hear about this event? _____

Please note, if fundraising for charity 80% of your sponsorship is due 12 weeks prior to trip departure; if you are self-funding you will be invoiced for tour costs 14 weeks prior to trip departure.

☐ ***We may wish to send you emails and further information occasionally regarding similar activities that we provide. Please tick this box if you do not wish to receive these.***

Please enclose your non-refundable £125 booking fee; cheques should be made payable to Skyline Promotions Ltd or pay by credit / debit card.
I authorise Skyline to debit my Delta/Solo/Switch/Visa/MasterCard with the booking fee:

Cardholder's name (as it appears on the card) _____

Card no _____ **Expiry Date** _____ **Issue Date** _____ **CVC** _____

Signed _____ **Date** _____

Please read and complete all sections of this form and return with your payment to: Skyline, 31 Corsica Street, London, N5 1JT
Overseas Team: 020 7424 5511

SKYLINE AND CHARITY BOOKING CONDITIONS

1. This agreement is between your choice of charity (we/us/our), Skyline Promotions Limited (Skyline) and you and relates to your proposed participation in your challenge event (the event).
2. This agreement will come into force when Skyline has accepted your registration to take part in the event.
3. Skyline and we reserve the right not to accept your application for registration, in which case Skyline will return your registration and fundraising administration fee.
4. The purpose of this agreement is:
4.1 to enable you to take part in the event so that you can use your participation in it to raise money for your choice of charity; and
4.2 to set out your obligations in relation to the event and Skyline's and our obligations to you in relation to it.
5. The event is not organised by us or Skyline. It is organised by a tour operator and once your tour costs have been paid the tour operator will be fully responsible to you for provision of all travel, accommodation and other tour services in accordance with the information set out in the event brochure and website. Payment of the registration and fundraising administration fee is not a payment for travel services and does not create a contract between you and the tour operator.
6. If you are selected to take part in the event (in accordance with clauses 8, and 9 below) you will have a direct contract with the tour operator for the provision of its services and that contract shall be in the form of the tour operator's booking conditions set out below
7. All enquiries and requests for information before departure will be handled by Skyline whose contact details are set out in the event brochure and website.
8. To be eligible for the event you must:
8.1 complete the registration form and return it to Skyline with a registration and fundraising administration fee payable to Skyline; and
8.2 be over 18 at the date of departure, unless otherwise agreed by Skyline; and
8.3 raise for the charity the initial sum of 80% of the total sponsorship. Such sum can be raised on an online fundraising page, sent to the charity as cash or by cheque to Skyline made payable to the charity; this 80% must be raised 12 weeks before the trip departs (the due date).
9. You will only be entitled to take part in the event if:
9.1 Skyline receives from you the initial sum specified on the registration form; and
9.2 you have provided Skyline with a satisfactory reply to a medical questionnaire or have provided the tour operator with a doctor's certificate indicating that you are sufficiently fit and healthy to take part in the event without serious risk to your health and safety or the health and safety of others; and
9.3 Skyline (acting reasonably) is satisfied that your participation in the event is not likely to have a detrimental effect on the morale of the participants as a whole so as to make it likely that other participants will fail to complete the event; and
9.4 you have taken out travel insurance provided by the tour operator or have provided to the tour operator a letter from your insurers in such form as the tour operator may reasonably require confirming that your travel insurance is suitable for the event; and
9.5 we have confirmed that the event will take place by paying to the tour operator the costs of your participation in the event. We will only confirm this 8 weeks before the departure date for the event.
10 As soon as you become eligible to take part in the event, if your package includes flights, the costs of your participation which we have paid to the tour operator will be protected by the tour operator's ATOL bond arranged with the Civil Aviation Authority. Regardless of whether flights are included in your package, at this point your contract with the tour operator will come into force and you agree to abide by the tour operator's booking conditions.
11 The costs of your participation in the event do not include airline and airport taxes, fuel surcharges , visas (when applicable) or border taxes and you will be required to pay these if you take part in the event. The amount of such costs will be notified to you by Skyline as soon as such costs are known.
11.1 If you choose to make personal arrangements with the tour operator for provision of services not arranged between us and the tour operator, you will pay to the tour operator the costs of those services, plus a nominal administration fee.
12 The conditions for carriage by air of all airlines used will apply in respect of all air travel as if incorporated in this agreement.
13 You agree that you will raise for the charity the minimum sum specified in the event brochure and website and you will use all reasonable endeavours to collect and send such minimum sum and all additional sponsorship pledged either to the charity in cash, to Skyline by cheque made payable to the charity or added to an online fundraising page within 4 weeks after the end of the event.
14 You agree that in carrying out all fundraising for the benefit of the charity you will comply with the following requirements:
14.1 You will abide by any fundraising guidelines issued by us from time to time;
14.2 You will only use lawful means to fundraise and must not do anything which harms or is likely to harm the charity's reputation;
14.3 You agree to comply with the following financial procedures:
14.3.1 to pay all money collected on behalf of the charity either to Skyline by cheque payable to the charity, onto an online fundraising page, or sent directly to the charity in cash;
14.3.2 to send to Skyline, by cheque, any money you collect within 21 days of you receiving it;
14.4 When asking for money from potential sponsors you will make it clear that the cost of your participation in the event will be paid out of the money raised. This cost is stated in the event brochure and website.
14.5 When asking for money from potential sponsors, you will make it clear that their sponsorship will be paid for the benefit of the charity and will not be refundable even if the event does not take place or you do not take part in it or you do not complete it; and
14.6 You agree not to use fundraising materials other than those supplied to you by Skyline and the charity for the purposes of the event.
15. We and Skyline will use all reasonable endeavours to ensure that the event takes place so far as reasonably possible in accordance with the information provided in the event brochure and website. However, Skyline and the tour operator may make such alterations to the arrangements as they may reasonably require, including (for example) changes to the anticipated departure date and return date by up to two days either side of those dates, changes to the itinerary and changes to the proposed accommodation.
15.1 Skyline reserves the right to cancel the event at any time before the departure date and in particular to cancel if fewer than 15 participants become eligible to take part.
15.2 In certain circumstances the cancellation of the event or changes in the itinerary or other arrangements could give you rights to compensation and/or refunds under the Package Travel, Package Holidays and Package Tours Regulations 1992 (as amended). Bearing in mind the purpose of the event and that the source of funds for your participation is charity donations, you hereby irrevocably assign to the charity all rights you may now or in the future have to receive such compensation and/or refunds in relation to the event.
15.3 You may in certain circumstances have a right to make a claim to the Civil Aviation Authority for a refund in relation to travel and accommodation costs and other services to be provided by the tour operator. For the same reasons set out in clause 15.2 you hereby irrevocably assign to the charity all such rights as you may now or in the future have to any such refunds in relation to the event.
16 If you choose not to participate in the event or if the event is cancelled or if you do not become eligible to take part in the event or if Skyline prevents you from doing so, all sums collected or pledged will still be payable to the charity. However, Skyline will refund the registration and fundraising administration fee if it cancels the event or if Skyline or the tour operator prevent you from taking part; the registration fee is not refundable in any other circumstances.
17 Photography and filming may take place during the event to be used as promotional material for the charity, Skyline or the tour operator. Please inform Skyline if you do not wish to feature.
18 The tour operator will be liable to you for the provision of the tour services. The charity is only the beneficiary of your fundraising and is not involved in the event in any way. Skyline only provides administrative services and is also not responsible for the running of the event.
19 This agreement constitutes the entire agreement and understanding between us, Skyline and you relating to the event and supersedes all other prior representations, agreements, or arrangements whether written or oral, express or implied relating to the event.
20 This agreement is governed by English law and you and we irrevocably submit to the exclusive jurisdiction of the English courts.
21 By completing the application form to take part in the event, you agree to be bound by these conditions and by the tour operator's terms and conditions.

Name _____ **Signature** _____ **Date** _____

TOUR OPERATOR BOOKING CONDITIONS

Your contract with Skyline Tour Operations Ltd ("STOL"), ATOL 10069

1. STOL accepts registrations subject to the following conditions. When you register and we accept it, a legally binding contract is made. When completing the registration form you agree to accept all the conditions.

2. Consumer protection: All events involving flights are ATOL protected, since we hold an Air Travel Organisers Licence granted by the Civil Aviation Authority. Our ATOL number is 10069. In the unlikely event of insolvency the CAA will ensure that you are not stranded abroad and will arrange to refund any money you have paid to us for an advanced booking. For further information visit their web site at www.atol.co.uk. Events not involving flights are protected as required by the UK Package Travel Regulations 1992. In the unlikely event of insolvency this protection will be used to ensure your repatriation and will arrange to refund any money you have paid to us for an advanced booking.

2.1 Your financial protection: When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

2.2 We, or the suppliers identified on your ATOL Certificate, 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 the 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)

2.3. 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.

3. To secure a place on an Open Challenge: A registration fee is required for each individual booking. These are non refundable and are payable to Skyline Promotions Ltd. If taking out STOL insurance, you will need to pay the premium at this point to ensure you are covered should the need arise for you to cancel.

4. Payment: Full payment of the tour costs must be made eight weeks prior to departure and is paid by your chosen charity

5. Credit card payments: No fee will be charged for credit card payments

6. Cancellation: must be received in writing from you and from Skyline Promotions Ltd and will be taken from the date received. In all cases you will lose the registration fee and insurance cost. Cancellation after a registration has been made will incur the following cancellation fees: More than 42 days prior to departure = 10% of tour costs; 42-29 days prior to departure = 50% of tour costs; 28-15 days prior to departure= 70% of tour costs; 14-4 days prior to departure = 90% of tour costs; 3-0 days prior to departure = 100% of tour costs.

6.1 If the 80% minimum sponsorship has not been received by 12 weeks before the event then your place will not be secure and Skyline/STOL reserves the right to cancel your place and you will be subject to cancellations fees as detailed in clause 6.

6.2 It is a condition of booking that you complete the forms requested by Skyline: Information Sheet, Medical Questionnaire; Insurance. These must all be completed and returned in full as soon as possible and in any event no later than 12 weeks before departure in order for your place to be secure. Without these forms completed, at 12 weeks we may deem your place cancelled and you will be subject to cancellation fees as details in clause 6.

7. Minimum numbers: Please note that each tour has a minimum number of clients required for its operation. As a result STOL reserves the right to cancel a specific departure for any reason up to 42 days prior to the departure. In these circumstances you will be offered an alternative trip (which may involve an additional payment) or a complete refund.

8. Itinerary: While STOL endeavours to follow the published itinerary there may be exceptional circumstances when it is not possible to do so. Due to the nature of the trip arrangements have to be planned well in advance, so changes may have to be made and STOL reserves the right to cancel or modify the itinerary as necessary. Should a material change be necessary STOL will inform you as soon as reasonably possible. A material change includes, for example, a significant change of destination, route, a change of flight time by more than 12 hours or a change of airport.

9. Challenge Participation and responsibility: We accept your booking on the understanding that you realise the hazards involved in this type of tour, including injury or death, disease, loss or damage to property, and that you come on the tour at your own risk. Other than liability for negligence in respect of death or personal injury, we accept no liability for any injury resulting from the hazards of trekking, cycling or any other activity included in the itinerary, or for any other mishaps to yourself or your property, and in particular as a consequence of flight cancellations, strikes, wars, riots, sickness or other such happenings. Any independent travel arrangements that you make are also at your own risk. Helmets when cycling, and safety equipment supplied for all other activities must be worn correctly at all times.

10. Flight delays: The timings of air, road or rail departures are estimates only. We cannot accept liability for any delay in your flight from or to the UK, whether the cancellation or delay is caused by adverse weather conditions, rescheduling by an airline, airport authority and/or action by air traffic controllers, mechanical breakdown or industrial action. Where long flight delays result in lost challenge time, no refunds are given by hotels or suppliers. Similarly, airlines do not offer compensation for flight delays. In recognition of the above STOL's travel insurance policy offers some monetary compensation for flight delays over 12 hours to cover lost time or delayed return.

11. Travel and cancellation insurance: Travel insurance is mandatory for all clients whilst on a tour organised by STOL. 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. If you choose not to take out STOL'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 tour 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 tour. You should satisfy yourself that any travel insurance arranged through STOL meets your requirements and you should arrange supplementary insurance if need be. You will be deemed to have read the insurance cover. We require proof of cover no less than three months before departure. We reserve the right to refuse participation without proof of insurance.

12. Medical Form: We require 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 or lung condition, you must provide us with a medical certificate from your doctor. By accepting these terms you are confirming that, to the best of your knowledge, your general state of health is good and that you take full responsibility for your health and personal well-being.

13. Complaints: Should you have a complaint about any of the tour arrangements, you must tell both the relevant supplier and the tour leader at the time. It is only if the tour leader and the relevant supplier know about problems that there will be the opportunity to put things right. Any complaints must be communicated to the tour leader immediately while on tour and to the office no later than seven days after the return of the tour.

14. Costs: The registration fee is fixed and will not increase. STOL reserves the right to increase the tour cost to take account of the following items: government action, currency, transportation costs, including cost of fuel, over flying charges and increase in airfares. The company will absorb the sum equal to 2% of the cost excluding insurance premiums. Your chosen charity will have to pay any sum in excess of 2% up to 12% of the tour cost whereby the client has the right to cancel within seven days of notification. No surcharge will be levied within 42 days of departure. The event cost is based on the exchange rate prevailing at the time of quoting.

15. Equipment: Clients taking their own equipment and bike on tour are responsible for any charges for transportation levied by the airline including excess baggage.

16. Participants: STOL reserves 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 we ought properly to decline your participation. Our decision on your participation shall be final and binding. We however will not exercise this right without having clear grounds to do so. In any circumstances where we decide that you may not participate your registration fee and insurance premium will be refunded to you in full.

17. Refunds and compensation: If you cancel your travel arrangements or the event is otherwise cancelled for any reason, no refund will be payable to you as your sponsorship was raised for charitable purposes. Accordingly, we will pay your chosen charity any balance of the tour costs paid to us after deduction of cancellation charges which have been detailed in paragraph 6. 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 your chosen charity. Except in respect of damages awarded to you by a court, you hereby irrevocably assign to your chosen charity all rights you now or in the future may have to receive funds or compensation arising from cancellation of the event or alteration to the tour arrangements and irrevocably authorise us to pay such monies to your chosen charity.

18. Minimum age: Participants must be over 18 years of age, unless otherwise agreed by STOL.

19. 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 STOL about these matters or related items (climate, clothing, baggage, personal gear etc) is given in good faith, but without responsibility on STOL. It is your responsibility to obtain any necessary vaccinations for your tour and to do so well before the departure date.

20. Booking form: Completing your registration form signifies your agreement to abide by the authority of the leader, who represents STOL. The decision of the leader as to the conduct, itinerary and objectives of the tour is final. If in the opinion of the leader, your behaviour or physical condition is detrimental to the safety, welfare and wellbeing of the group as a whole or that your general well-being will be put at risk by continuing with the Open Challenge, you may be asked to leave the tour without the right to any refund for unused services.

Name _____ **Signature** _____ **Date** _____