



Booking conditions

1. Booking

- Before sending your Booking Form (see below) you will need to **check the availability** of your chosen dates by emailing to info@bi-artholidays.com or by faxing to +39-02-45488496. If the course is full and we are unable to offer you a suitable alternative, we will enter your name on a waiting list and inform you if a place becomes available.
- Once we have confirmed the availability of your chosen dates, please complete a **Booking Form** in order to confirm your booking and pay a **non-refundable deposit** of £200 per person to secure your holiday place.

NOTE: We will **hold your reservation for you for 10 days** from your initial enquiry for you to return your Booking Form.

- If you are booking up to 8 weeks before the start of your holiday you will need to pay the full amount in one payment.

NOTE: If you are making a booking on behalf of another person, please ensure that they are aware of booking, cancellation and deposit conditions.

2. Deposits

- A deposit of **£200 per person** is required to confirm course bookings.
- The deposit paid in respect of each course is accepted as a first instalment of the charge and is **not refundable**.
- Full payment is due on bookings made less than 8 weeks before commencement of the course.
- If a booking cannot be accepted, notification and refund of any deposit will be sent as soon as possible.

Cheques should be made payable to: BI Art Holidays di Mariangela Gandolfi.

Soon after receiving your Booking Form and deposit, we will send you a receipt and further details – please check these carefully.

3. Balance of Fees

An invoice for the balance of fees and final joining instructions will be sent to you at least 4 weeks before commencement of the course.

The balance of payment is due at the latest **8 weeks before the start of your course**.

If payment is not received at this time, BI Art Holidays reserves the right to cancel your reservation, in which case normal cancellation terms will apply ([see item 5](#)). If you anticipate a delay in making your final payment, please inform us.

The balance should be paid by one of the following methods:

- a. By credit card (Visa/Mastercard)
- b. By bank transfer to:
Unicredit Banca, Agency 393, Milano Cassala
BIC SWIFT code UNCRITB1393
IBAN IT80 O 02008 01656 000100813014
Payable to: BI Art Holidays di Mariangela Gandolfi

Banks may impose a **charge** for this type of payment. Please don't forget to allow for this fee when calculating the amount you are transferring.

- c. By cheque to be made payable to: [BI Art Holidays di Mariangela Gandolfi](#).

Please make sure the payment document carries **your name** or a reference so that we can credit it to the correct booking, or alternatively send us a copy of the transaction with your Booking Form.

4. Group Bookings

Groups of 5 or more adults may qualify for group discounts. Please ask for more information.

5. Cancellation terms

If it is necessary for you to cancel your booking, please inform us in writing as soon as possible. Cancellation is effective from the date your letter (or fax or e-mail) is received at our offices and may be subject to **cancellation charges** as follows:

- the deposit is automatically forfeit if the booking is cancelled by the customer for any reason and at any time.
- a charge of the total price is payable if cancellation is made by the customer (whether deliberately or by default) as follows:
 - less than 6 to 8 weeks before the start of the course: charge of **35%** of the total price;
 - at 4 to 6 weeks: **60%**;
 - at 2 to 4 weeks: **90%**;
 - at less than 2 weeks: the balance of fees must be paid **in full**.

These conditions are accepted when signing the booking form.

We strongly recommend that clients take out appropriate travel insurance to be covered for cancellation, as this is the only way of ensuring that your money is refunded if you cannot attend your course. Please note that responsibility for insurance covering cancellation rests with the applicant.

6. Force Majeur

The organisers bear no liability for cancellation of booked holiday in the event of any unforeseen circumstances such as natural disasters, strikes, acts of war, terrorist activity, fire or adverse weather conditions and similar events beyond our control. Clients would be able to get compensation from their own insurance company.

7. Misadventure

We accept no responsibility for any loss or damage you may suffer during the period of your course due to accident, illness or bodily injury or loss of equipment or belongings or from any other cause unless resulting from our negligence or that of our staff. We would stress the absolute necessity for you and other members of your party to effect appropriate insurance cover and for UK residents we would advise you to obtain **form E111** from the post office which entitles you to certain free medical care.

8. Other Changes

Anyone enrolling for a course will be invoiced for the full fee. No reductions can be made in respect of late arrival, early departure or absence during any part of the course.

9. Acceptance of Bookings

BI Art Holidays reserves the right to refuse to accept any booking without stating a reason.

10. Travel and Cancellation Insurance

It is highly recommended that clients take out an insurance policy that offers reasonably comprehensive cover in respect of both Cancellation and Personal Belongings, and also includes Personal Accident, Legal Liability and Medical Emergency/Emergency Travel Expenses cover.

11. Amendments

The course programme is subject to amendment. BI Art Holidays reserves the right to alter course programmes or engage alternative tutors if and as circumstances dictate, or for any other reason and at any time.

BI Art Holidays cancels a course only after careful consideration, but reserves the right to do so if numbers booked have failed to meet a minimum requirement or for other exceptional reasons. In this event, applicants will be informed as soon as possible. They will be refunded any monies paid in respect of that course. BI Art Holidays will not be liable for any additional cost or expense. Clients would be able to get compensation from their own insurance company (highly recommended).

All fees were correct at the time of printing. They may be varied should circumstances outside the control of BI Art Holidays make this necessary. Any increase in charges will not take place within the 60 days prior to the start of the course.

12. Airport transfer service

Upon request, BI Art Holidays offers a **minibus service** to meet guests at the Milan Airport (Linate or Malpensa) on their arrival and at the Hotel to the airport on their departure.

Times and charge are specified on the website, under section "Visitor information".

This service must be booked through the Booking Form (see below).

13. Departure

Rooms must be vacated by 09.30 on the day of departure, unless special arrangements are made with BI Art Holidays.

14. Special Diets

Please indicate on your Booking Form if you have vegetarian or other special dietary requirements. BI Art Holidays, where possible, will make all the necessary arrangements.

15. Guests with Disabilities

BI Art Holidays welcomes disabled guests provided they can manage independently or are accompanied by a friend or relative on the same course, able to assist them. Please check with BI Art Holidays on the suitability of a course before booking and indicate your disability on the Booking Form.

16. Group Size

To maximise your enjoyment we would normally expect to run a course with between 10 and 17 participants.

17. Accommodation

The accommodation starts for each weekly course on Sunday afternoon and ends on Saturday morning after breakfast. Different arrival or departure days must be requested in writing (allowing enough time to make suitable arrangements). This must be confirmed by the Organization in writing.

18. Clothing & walking

All our courses spend time outdoors and involve some walking. For your own enjoyment, it is essential that your footwear and clothing are suitable.

19. Complaints

In the unlikely event of cause for complaint please notify us during the course so that we may investigate and/or remedy the matter without delay. If the problem remains unresolved and/or you wish to write to us after the course, we will investigate the grievance and reply at the earliest opportunity.

20. Liability

No responsibility can be accepted for any loss of or damage to guests' property or for injury or loss sustained during your stay with BI Art Holidays. The safekeeping of guests' property, including money and valuables, must remain the responsibility of guests. BI Art Holidays will not accept responsibility for any aspect of a course, including services and facilities offered by an external supplier, or for any loss, damage or expense of the guest which is due to adverse weather conditions, industrial dispute or any other cause beyond the control of BI Art Holidays.

21. Personal data

The customer authorizes BI Art Holidays through this enrolment process to use personal information on the official mailing list. The participant may also periodically receive information, publicity or promotional material. However, the participant may at any time, request that such personal data be removed from the mailing list of the organization, in accordance with Italian law (D.Lgs 196/2003).

22. Our Service to You

We have tried to ensure that this *website* has all the information you need to book the right course. Should you have any queries, or special requirements not covered here, or any comments/suggestions on this website, please contact info@bi-artholidays.com.

23. Legal

These booking conditions are regulated by the Italian laws.

Applications should be made by completing the Booking Form that you can find:

- on the website here below
- or on the Brochure that you can download [here](#), or that you can request to be posted to you [here](#).

Once completed, the Booking Form should be returned (with your deposit cheque payable to BI Art Holidays di Mariangela Gandolfi) to:

BI Art Holidays
Ripa di P.ta Ticinese, 127/A
20143 Milano
Italy

Fax: +39-02-4488496
Email: info@bi-artholidays.com

BOOKING FORM

NOTE: Before completing the Booking Form you will need to check the availability of your chosen dates by emailing to info@bi-artholidays.com or by faxing to +39-02-45488496.

Please use block capitals.

Applicants							
No.	Title	First name	Surname	Sex M/F	Age	Accommodation: Single/Double (all ensuite)	Course fee £ (including Italian VAT @ 20%)
1							
2							
3							
4							
5							
Subtotal £							
5% discount if full payment within 3 months from course start							
Discount £80 pp for No. _____ Non-Painting Partners							
Discount for Group bookings (minimum 5 participants, please ask to Direction for information)							
Minibus pick up service from/to Milan airports (return: £40 pp Linate; £55 pp Malpensa) (please refer to website section "Flight Advice & Airport Transfer service")							
Total payment £							

Course chosen - 2010									
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18-24 April	25 April - 1 May	2-8 May	9-15 May	23-29 May	30 May-5 June	6-12 June	13-19 June	20-26 June	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
27 June - 3 July	22-28 Aug	29 Aug - 4 Sept	5-11 Sept	12-18 Sept	19-25 Sept	26 Sept - 2 Oct	3-9 Oct	10-16 Oct	

Address for correspondence of the Principal Applicant (that is the person that signs the Booking Form also on behalf of the other participants listed on the form)		
Title	First name	Surname
Address		
Postcode		Country
Tel.		Email (Please ensure your e-mail details are correct otherwise we cannot get back to you!!)
Date of birth	Passport No.	Date of expiry

NOTE: all fields are mandatory.

Payment DEPOSIT (if booking more than 8 weeks in advance)	
I wish to pay the non-refundable deposit (£200 pp) £ by:	
- Credit card ☐ Please debit my Visa/Mastercard number Name (as on card) Expiry date I understand the balance will be debited from my card <u>two months</u> before the course takes place. Signature Date	
- Cheque ☐ (please make cheque payable to BI Art Holidays di M. Gandolfi)	

Payment FULL FEE (if booking less than 8 weeks in advance)	
I wish to pay the full fee £ by:	
- Credit card ☐ Please debit my Visa/Mastercard number Name (as on card) Expiry date Signature Date	
- Bank transfer ☐ (please see details on the Booking conditions, item 3)	
- Cheque ☐ (please make cheque payable to BI Art Holidays di M. Gandolfi)	

Other info	
Would you prefer a room with: Twin beds ☐ Double bed ☐	Any dietary needs?
How did you find out about Beautiful Italy Art Holidays? Internet ☐ Advertisement* ☐ Recommendation* ☐ Other* ☐ *please specify	The Tutor may contact you to assist with pre-course arrangements? Yes ☐ No ☐
Any medical condition/disability information? <i>NOTE: information will be dealt confidentially</i>	Any additional comments?

Personal data authorization
The personal data provided will be used for the sole purpose of carrying out the cultural activities promoted by BI Art Holidays di M. Gandolfi, Ripa di P.ta Ticinese, 127/A, 20143 Milano, Italy. No disclosure of personal data will be made outside of this specific context. The customer declares that the data reported in this form are true. The customer may also periodically receive information, publicity or promotional material. However the customer may at any time, request that such personal data be removed from the mailing list of the organization, in accordance with Italian law (D.Lgs. 196/2003). Accept ☐

I have read and agree on behalf of myself and all other persons shown on this form, with the Booking Conditions.

NAME of Principal Applicant

SIGNATURE **DATE**

The completed Booking Form should be sent with your deposit cheque payable to BI Art Holidays di Mariangela Gandolfi to:

BI Art Holidays - Ripa di P.ta Ticinese, 127/A - 20143 Milano – Italy

Fax: +39-02-45488496 / Email: info@bi-artholidays.com