

Group Organiser Pack

Organiser Name	
Destination	
Departure Date	

RETURNING YOUR DOCUMENTATION

Please ensure your Group Organiser Pack is fully completed and returned to Alfa Travel Groups Department. Please refer to your Confirmation Letter for return-by dates.

Returning your pack

The easiest way to complete this pack is to fill it out on the computer and email the completed document back to us on groups@alfatravel.co.uk

Should you prefer to post the pack, please print the enclosed forms and stick the freepost address label below to an envelope.

Alfa Groups Department
FREEPOST RTKZ-RJUS-ACLU
Alfa Travel Ltd
Euxton Lane
Chorley
PR7 6AF



Alfa Travel Group Pick-up Details



All pick-ups must be noted here at the time of confirming the group. Alfa will not recognise any additional pick-ups on the day of travel.

FULL GROUP (30-49 passengers): A group having sole use of the coach has a maximum of FOUR pick-ups

PART GROUP (21-29 passengers): A part group qualifies for one tailored pick up per 10 passengers plus the use of standard Alfa pick-ups. Part groups will travel via the interchange before continuing on the tour coach to resort

INTERCHANGES: North West – Burtonwood | North East – Bowburn | Midlands – Tamworth | South – Reading | Yorkshire – Woodall Please study the feeder route map in your brochure for full details.

Pick-up	Pick up time (subject to approval)	Location (E.g. Tesco car park)	Address	Town	Postcode
A					
B					
C					
0					

KEY		Double Room	DB2	Twin Room	TW2	Treble Room	DB3	Triple Room	TW3	Single Room	SGL
Double for Sole	DB1	Double Seα View	D2V	Twin Sea View	T2V	Treble Sea View	D3V	Triple Sea View	TV3	Single Sea View	SGV



Alfa Travel Group Passenger Rooming List

Please only use rooms that have been allocated to your group. Single/Sea View room supplements may apply. Please refer to your contract for full details

<u>INSURANCE</u>: Please place a tick alongside all the clients who require the insurance policy provided by Alfa. You are not obliged to take the insurance we offer but should you decide to insure elsewhere you must supply details of your insurer including emergency phone number. See brochure for holiday insurance details.

<u>SCOOTERS:</u> Each group booking may include a maximum of two scooters. For each scooter agreed a passenger would have to be forfeited off the maximum coach total. Please refer to your contract for more information.

Please complete in BOLD CAPITALS

TITLE	INITIAL	SURNAME	ROOM	PICKUP	ALFA	SPECIAL REQUEST	OFFICE
			TYPE	POINT	INSURANCE	(CAN'T BE GUARANTEED)	USE

KEY		Double Room	DB2	Twin Room	TW2	Treble Room	DB3	Triple Room	TW3	Single Room	SGL
Double	DB1	Double Sea	D2V	Twin Sea	T2V	Treble Sea	D3V	Triple Sea	TV3	Single Sea	SGV
for Sole		View		View		View		View		View	



TITLE	INITIAL	SURNAME	ROOM TYPE	PICKUP POINT	ALFA INSURANCE	SPECIAL REQUEST (CAN'T BE GUARANTEED)	OFFICE USE

KEY		Double Room	DB2	Twin Room	TW2	Treble Room	DB3	Triple Room	TW3	Single Room	SGL
Double	DB1	Double Sea	D2V	Twin Sea	T2V	Treble Sea	D3V	Triple Sea	TV3	Single Sea	SGV
for Sole		View		View		View		View		View	



TITLE	INITIAL	SURNAME	ROOM TYPE	PICKUP POINT	ALFA INSURANCE	SPECIAL REQUEST (CAN'T BE GUARANTEED)	OFFICE USE

KEY		Double Room	DB2	Twin Room	TW2	Treble Room	DB3	Triple Room	TW3	Single Room	SGL
Double	DB1	Double Sea	D2V	Twin Sea	T2V	Treble Sea	D3V	Triple Sea	TV3	Single Sea	SGV
for Sole		View		View		View		View		View	



TITLE	INITIAL	SURNAME	ROOM TYPE	PICKUP POINT	ALFA INSURANCE	SPECIAL REQUEST (CAN'T BE GUARANTEED)	OFFICE USE

Alfa Travel Group Coach Seating Plan



Please complete the names for each passenger for an allocated seat to enable us to print seat numbers on tickets.

Seating plan

Seating plan		
1	17	33
2	18	34
3	19	35
4	20	36
5	21	37
6	22	38
7	23	39
8	24	40
9	25	41
10	26	42
11	27	43
12	28	44
13	29	45
14	30	46
15	31	47
16	32	48
		49

Coach Plan

			DRI	VER
1	2		3	4
5	6		7	8
9	10		11	12
13	14		15	16
17	18		19	20
21	22			
23	24			
25	26		27	28
29	30		31	32
33	34		35	36
37	38		39	40
41	42		43	44
45	46	49	47	48

Alfa Travel Group Hotel Dining Plan



Please note the maximum number of guests per table at our Leisureplex hotels is normally four. We will endeavour to arrange seating to your requirements, however this cannot be guaranteed.

Some hotels including Leisureplex hotels operate a series of different sittings and times will be allocated to each guest on arrival. It may not be possible to seat your group together for the same meal time.

Some third party hotels also operate a self-service system where tables are not allocated.

			_		
TOUR NUMBER					
ARRIVAL DATE					