



Euxton lane, Euxton, Chorley, PR7 6AF TEL: 01257 248007 www.alfatravel.co.uk

Group Organiser Pack

RETURNING YOUR DOCUMENTATION

Please ensure your Group Organiser Pack (excluding coach seating plan) 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 razina.mohamed@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.

Organiser Name	
Destination	
Departure Date	

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



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Pick Up Points

All pick-ups must be noted here at the time of confirming the group. Alfa will not recognise any additional pick-ups 4 weeks prior to departure.

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 15 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

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

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Passenger Booking Form

[illegible]

Room Type: **DBB:** Double Bed **TWB:** Twin Bed **SGL:** Single Bed **DB3:** Double and Single Bed **TW3:** 3 Single Beds **SV:** Room with a View

Special Request Codes: **RWS**- Room with Shower preferred **RWB**- Room with Bath preferred **GFR**- Ground/ Low Floor Room **LIF**- Room Near Lift
WHE- Collapsible Wheelchair **WAL**- Walking Frame **GFD**- Gluten Free Diet **DIA**- Diabetic Diet **VEG**- Vegetarian Diet



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Dining Plan

Table Number	Passenger One	Passenger Two	Passenger Three	Passenger Four
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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.