

**eSSeLLe**

**Sports Management**

P.O. Box 1, Chorley, Lancashire, PR7 5UR  
Tel: 01257 450991 Fax: 01257 450992

**eSSeLLe SPORTS MANAGEMENT**

**HOTEL BOOKING SERVICE**

HOTEL OF CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

DATE AND TIME OF ARRIVAL: \_\_\_\_\_ NO. OF NIGHTS: \_\_\_\_\_

NUMBER OF ROOMS: TWINS: \_\_\_\_\_ DOUBLES: \_\_\_\_\_

TRIPLES: \_\_\_\_\_ SINGLES: \_\_\_\_\_

MEAL BASIS REQUIRED: DINNER, BED & BREAKFAST / BED & BREAKFAST \*\*

TIME MEALS ARE REQUIRED. DINNER: \_\_\_\_\_ BREAKFAST: \_\_\_\_\_

PREFERRED PAYMENT METHOD: Cheque / credit card on departure (delete as required)

CREDIT CARD NO & EXPIRY DATE REQUIRED TO GUARANTEE THE BOOKING  
: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ SECURITY CODE (3 digits)

COUNTY/ASSOC/SCHOOL: \_\_\_\_\_

CONTACT or LEAD NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX NO \_\_\_\_\_

MOBILE: \_\_\_\_\_ e-mail: \_\_\_\_\_

PLEASE POST OR FAX THIS FORM TO: SEAN TOWNSEND, eSSeLLe SPORTS  
MANAGEMENT, P.O. BOX 1, CHORLEY, LANCS. PR7 5UR.  
TEL: 01257 450 991 FAX: 01257 450 992.

YOU SHOULD RECEIVE A CONFIRMATION FROM eSSeLLe WITHIN 72 HOURS.  
THERE IS NO NEED TO FORWARD ANY PAYMENT AT THIS STAGE.

### BOOKING CONDITIONS

1. ESSELLE in making arrangements for hotel accommodation or other services act solely in the capacity of organisers and not as principals and cannot be held liable for any injury, damage, loss, delay and irregularity which occurs by reason of error default of any Hotel Company or service carrying out any of the arrangements relating to the booking. ESSELLE will accept responsibility for any service solely provided by it or carried out by any of its staff.
2. ESSELLE does not own or control any hotel or any of the other services used in connection with the booking and cannot be held responsible for any action, inaction, default or error made by their employees.
3. ESSELLE contracts with service companies to provide allocations of hotel bedrooms cannot be guaranteed although we will endeavour, whenever possible, to meet with any specific requirements on your booking form.
4. All booking forms must be accompanied by the appropriate deposit if required, which under no circumstances once the booking is accepted will be returned. The deposit shall form part of your final payment, which is due by the date shown on the Confirmation-Invoice. ESSELLE reserves the right to cancel any booking for which final payment is overdue in which event the deposit is non-refundable.
5. **CANCELLATION.**

If the Client wishes to cancel a booking of some or all of the bedrooms reserved, it must advise ESSELLE in the first instance verbally, followed by written notice of cancellation. In the event of any charge being made by the Hotel for such a cancellation, these costs will be the sole responsibility of the Client and not ESSELLE.

6. ESSELLE are determined to provide you with a successful, trouble free trip but we accept that sometimes even the best prepared plans can go wrong. If this happens and you find that you are in any way dissatisfied with our service then, in order that we may have the opportunity to correct the matter, you must advise ESSELLE as soon as possible.