



OUTINGS with OVERNIGHT ACCOMMODATION

Introduction

The additional requirements associated with outings and visits that involve overnight accommodation are described in this guidance note. It is to be regarded as an extension to the note 'Appendix F Day Outings and Visits'. However where there are differences between the two documents then 'Appendix F Outings with Overnight Accommodation' takes precedence.

For outings that involve the use of overnight accommodation, then either a recognised tour operator must be used to make all of the arrangements or the members must be responsible for making their own arrangements for both travel and accommodation¹. It needs to be made clear on the booking form that their contract is with those with whom they booked travel and accommodation and NOT Crawley U3A.

Using a Tour Operator

In this case a licensed Tour Operator is to be used who must be willing and licensed to make all of the requested arrangements as a Package Tour.

The requested Package Tour must always include overnight accommodation, meals provided, and travel also normally all places visited where a charge is made (museums, theatres, historic sites etc.). Some gratuities too may be included in the Package.

The Booking Form. The name of the Tour Operator and what is to be provided, both by the Tour Operator and Crawley U3A, must be stated on the booking form.

Anything that is not included in the Tour Package must also be stated on the booking form. This could include:- U3A administration costs, meals, gratuities, entrances, local transfers by public transport etc. However some of these costs may be included as an extra charge on the party members.

Members are required to sign the

Payment Preferred Method 1. The Tour Operator submits an invoice to the Hon. Treasurer for payment. This is added to the other costs in determining what each member of the party pays to Crawley U3A in single payment.

Payment Preferred Method 2. The Tour Operator has given a per person cost and wishes this to be paid to him direct. In this case each member of the party makes two payments, one to the Tour operator and a second to Crawley U3A to cover remaining costs.

Payment Alternative Method. The Tour Operator offers a free place (Organisers should to try to negotiate in order to avoid this situation). The member of the party taking up the free place will make their payment to Crawley U3A. This payment will then be used to cover or defray remaining costs.

¹ We have been advised by the Third Age Trust that if a U3A undertakes travel tours involving two out of the three elements of transport, accommodation and guiding/leadership it is essential that you check you are not acting as a Tour Operator, which has significant legal and insurance responsibilities and the possibility of serious financial and legal risks to both individuals and the main U3A. Further information can be obtained from National Office if in doubt.

Members Make their own Arrangements for Travel and Accommodation

In this case it must be made clear on the booking form that members are responsible for making their own arrangements for travel and accommodation and that their are to made direct and their contracts are with the companies with whom they have made their bookings.

The arrangements booked by the organiser on behalf of Crawley U3A at the destination, are to be made clear on the booking form. The payment to the U3A is to cover only these and the associated administration costs.