

# Orkney Archaeology Tours 2018 Brochure

*Please click the links below or the bookmarks on the left to navigate.*

What we offer .....	1
About Us .....	1
Orkney's Sites & Attractions.....	3
Ness of Brodgar Excavation .....	4
'Orkney Adventure' holiday itinerary .....	8
Holiday Accommodation .....	10
2018 'Orkney Adventure' holiday dates .....	11
2018 'Orkney Adventure' holiday price .....	12
Health & Fitness .....	12
Private all-inclusive tours.....	14
How to Book & Pay .....	17
Getting to Orkney.....	18
Contact Us.....	19
Booking Conditions & Booking Form.....	20

## What we offer

[We specialize in exclusive tours of Orkney](#), concentrating on the wonderful archaeology but also showing you as much as possible of our beautiful islands. We offer all-inclusive small group holidays and private tours with specialist archaeologist guides, staying at comfortable hotels serving good local food. There are no hidden extras on our tours – simply relax and unwind and let us take care of everything.

[The maximum group size for our holidays is just eight people](#) with all tours conducted in our own comfortable executive touring vehicle. With such a small group we can visit sites off the beaten track and you benefit from the personal touch. This makes our '[Orkney Adventure' holidays](#) the ideal way to see the best of Orkney with a small party of like-minded travellers. We have a choice of twenty arrival dates for our group holidays from May until September, so we're sure to have something for you.

[For early and late season breaks our private tours](#) are ideal - these can be of any length, and at any time outside our group holiday dates (subject to availability).

## About Us

[We are a partnership](#) run by our tour leaders, both professional archaeologists with a selection of degrees in archaeology. We are also accredited Orkney Tourist Guides, holding the Green Badge awarded by the Scottish Tourist Guides Association. We have full professional indemnity, public liability and tour operators insurance, whilst our tour vehicle is fully insured and licensed to carry passengers for hire and reward.

You benefit from our local knowledge since (unlike the majority of operators who send tours to Orkney once or twice a year), we live and work in Orkney all year round. We have in depth knowledge of Orkney's archaeology, cultural traditions and history – as well as knowing all the best places to see seals, and who makes the best chocolate tiffin in Orkney!



**Tour leader Caz Mamwell BSc MA FSA Scot** is a professional archaeologist who has worked in archaeology since graduating in 1985. She gained her MA with distinction in Archaeological Practice from University of the Highlands and Islands. Caz also works during the winter when time permits as freelance archaeologist for ORCA – the Orkney Research Centre for Archaeology.

**Tour leader Dr. Dave Lawrence BSc MSc PhD FSA Scot** is a professional archaeologist who has worked in archaeology since graduating in 1985. He specializes in human osteology and palaeopathology, and his PhD was on 'Orkney's First Farmers' researching health and society in the Orcadian Neolithic. Dave is also the osteoarchaeologist for ORCA.



## Orkney's Sites & Attractions

**Orkney has spectacular archaeology:** the world famous Neolithic village of Skara Brae, Maeshowe chambered tomb and the amazing henge monuments of Brodgar and Stenness – all part of our World Heritage Site - are just the beginning. There are well over a thousand known archaeological sites, not to mention Orkney's many other attractions: abundant wildlife and birds, wildflowers in profusion, spectacular coastal scenery, tranquil inland lochs, traditional music, history and our unique island culture, with its strong Norse influences.

**Since Orkney is a group of islands** we don't restrict our holidays to just the Mainland (the largest island of the group). Some of the islands we visit are linked to each other by the Churchill barriers (built to protect the great naval harbour of Scapa Flow) whilst others are reached by modern vehicle and passenger ferries.

**On our 'Orkney Adventure' holidays** we take the short ferry ride to the islands of Rousay, with its amazing collection of Neolithic chambered tombs, and Hoy, with dramatic mountainous scenery and Britain's' only prehistoric rock cut tomb.

**Part of the fun of visiting the islands** is the short thirty minute ferry ride through our sheltered waters, with opportunities for wildlife spotting from the boats. There are always seabirds and seals, but if you're exceptionally lucky you might see a porpoise or even an Orca.



## Ness of Brodgar Excavation

There are often ongoing excavations in Orkney, and we include visits to these if any are accessible during your holiday. The most famous is the excavation of the [Neolithic site of the Ness of Brodgar](#), situated between the Stones of Stenness and the Ring of Brodgar in the middle of the Heart of Neolithic Orkney World Heritage Site. If your chosen '[Orkney Adventure](#)' holiday coincides with the dig season we will of course include a visit to the site as an extra in your holiday itinerary.

[Subject to funding the 2018 Ness of Brodgar dig](#) may be in progress from 6 to 8 weeks in July and August. If 6 weeks, it may be around the 16<sup>th</sup> July to the 24<sup>th</sup> August; if 8 weeks it may be around the 2<sup>nd</sup> July to the 24<sup>th</sup> August. The dates are not finally confirmed until much nearer the time, as fundraising is an ongoing process from year to year. We therefore cannot offer any guarantees that a particular holiday will include a visit to the Ness of Brodgar excavation.

[Please note that outside of the excavation season](#) it is not possible to visit the dig site, since it is covered over to protect it until the following year.

[The ongoing excavation](#) at the Ness of Brodgar is dependent on support from individual and corporate sponsors (including us), local fundraising, members of the public and a small army of volunteers. The Ness has two charitable bodies, the [Ness of Brodgar Trust](#), a registered Scottish Charity, and the [American Friends of the Ness of Brodgar, Inc.](#), a US tax-exempt 501 (3) (c) charity, who both exist to help in this fundraising effort.

If you take one of our [7-night 'Orkney Adventure' small group holidays](#) you will visit all of the sites and attractions described below.

## The Orkney Mainland and linked South Isles

**Barony Mill, Birsay:** the last working water mill in Orkney – in winter a commercial mill, grinding traditional bere barley, oats and Orkney wheat, from May to September a visitor attraction.

**Broch of Gurness:** a 2000-year-old Iron Age settlement, the central tower still surrounded by its village.

**Brough of Birsay:** an island with Pictish & Norse settlement and monastery, accessible only at low tide.

**Churchill Barriers:** part of Scapa Flow's Second World War defences, four barriers now with roads linking Mainland Orkney to Burray and South Ronaldsay.

**Cuween Chambered Cairn:** a 5000-year-old Neolithic tomb that, when opened in the 19<sup>th</sup> century, contained the remains of 24 dogs in addition to eight people.

**Earl's Palace, Birsay:** the 16<sup>th</sup> century palace built by Earl Robert Stewart.

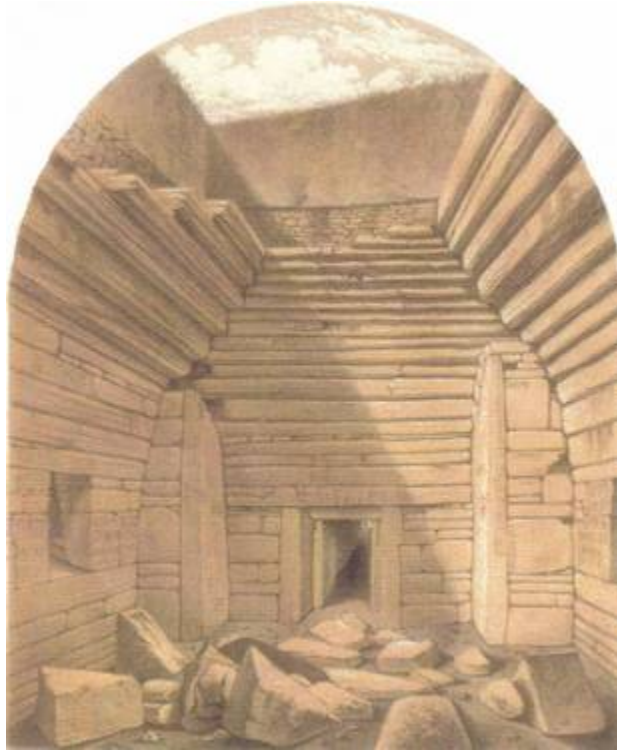
**Earl's and Bishop's Palaces, Kirkwall:** the 12<sup>th</sup> century Bishop's palace, built for the cathedral's first bishop, and the early 17<sup>th</sup> century Earl's Palace.

**Earl's Bu, Orphir:** remains of a 12<sup>th</sup> century Norse farmstead featured in the Orkneyinga Saga as the scene of a great Earl Paul's yuletide feast, which ended in a notorious murder.

**Italian Chapel:** the world famous 'miracle of camp 60', built with remarkable dedication from scavenged materials by Italian prisoners of war.

**Kirbister Farm Museum:** the last surviving farmstead in Orkney to retain the traditional 'firehouse' with central hearth and fireback.

**Kirkwall, Orkney's capital:** the base for all our tours, with a pretty seafront ideal for evening strolls, a wide variety of shops selling local crafts, and a fine museum.



**Maeshowe:** the finest example of a Neolithic chambered tomb in Britain, complete with the largest collection of Norse runic inscriptions outside Scandinavia, and part of the Heart of Neolithic Orkney World Heritage Site.

**Rennibister Earth-house:** an Iron Age subterranean chamber, discovered by chance in 1926 when a threshing machine fell through its roof.

**Round Kirk, Orphir:** the remains of an early 12<sup>th</sup> century round church, featured in the Orkneyinga Saga.

**St. Magnus' Cathedral:** a magnificent 12<sup>th</sup> century sandstone cathedral, built by Earl Rognvald in honour of his martyred uncle St. Magnus.

**Scapa Flow:** the best natural harbour in Britain and the main base of the Royal Navy in both World Wars.

**Skail House:** an early 17<sup>th</sup> century laird's house, the home of William Watt, the discoverer of Skara Brae.

**Skara Brae:** the world famous 5000-year-old Neolithic village on the shores of the Atlantic, uncovered after a great storm, part of Orkney's World Heritage Site.

**Stones of Stenness and the Ring of Brodgar:** two magnificent 5000-year-old henge monuments, set between the lochs of Harray and Stenness and a major component of the Heart of Neolithic Orkney World Heritage Site.

**Stromness:** charming small town with winding stone flagged streets, home to the Pier Arts Centre, renowned for its modern art collection, several other art galleries and a museum, together with shops selling a range of local crafts.

## The Island of Hoy

**Dwarfie Stane:** an immense block of sandstone hollowed out using stone tools, possibly Britain's only rock cut Neolithic tomb, situated in a spectacular valley.

**Lyness Naval Museum & Scapa Flow Visitor Centre:** housed in the former Royal Naval pumping station with all the original equipment, this museum houses a fine collection of relics of Orkney's naval past, including relics from the German High Seas fleet, scuttled in Scapa Flow in June 1919.

**Martello Tower & Hackness Battery:** built during the Napoleonic Wars to protect convoys assembling in Longhope Sound from attack by American and French privateers.





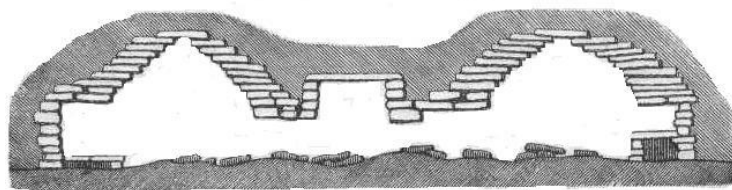
## The Island of Rousay

**Blackhammer Cairn:** a 5000-year-old Neolithic tomb

**Midhowe Broch:** a fine example of an Iron Age settlement, looking out over Eynhallow Sound.

**Midhowe Cairn:** known as the great ship of the dead – the largest of Orkney's Neolithic stalled cairns.

**Taversöe Tuick Cairn:** an unusual two storey burial mound, discovered in 1898 during the construction of a summer seat for the laird's wife.



## 'Orkney Adventure' holiday itinerary

### Saturday Day 1

Arrive at your hotel in time for dinner.

### Sunday Day 2

Travel round Scapa Flow to the 12<sup>th</sup> century Earl's Bu and Round Kirk, then onwards to the Neolithic village of Skara Brae, the laird's house at Skail, Kirbister Farm Museum and the Broch of Gurness.

## Monday Day 3

We take a short ferry ride across to the island of Hoy to visit the Hackness Martello Tower and Napoleonic battery, Lyness Naval Museum and the Dwarfie Stane.

## Tuesday Day 4

The Earl's and Bishop's Palaces in Kirkwall, St. Magnus' Cathedral, Rennibister Earth-house, Cuween Cairn, the Churchill Barriers, and the 'miracle of camp 60' the Italian Chapel.

## Wednesday Day 5

Free time in Stromness, then the great chambered tomb of Maeshowe, followed by a free afternoon in Kirkwall.

## Thursday Day 6

A ferry ride to the island of Rousay, for a day of spectacular tombs: Taversøe Tuick, Blackhammer and Midhowe Cairns and Midhowe Broch, and also if we're lucky the chance to spot some seals.

## Friday Day 7

The henge monuments of the Ring of Brodgar and Stones of Stenness, the Pictish and Norse settlement on the tidal island of the Brough of Birsay, the Earl's Palace Birsay, the last working water mill in Orkney at the Barony Mills.

## Saturday Day 8

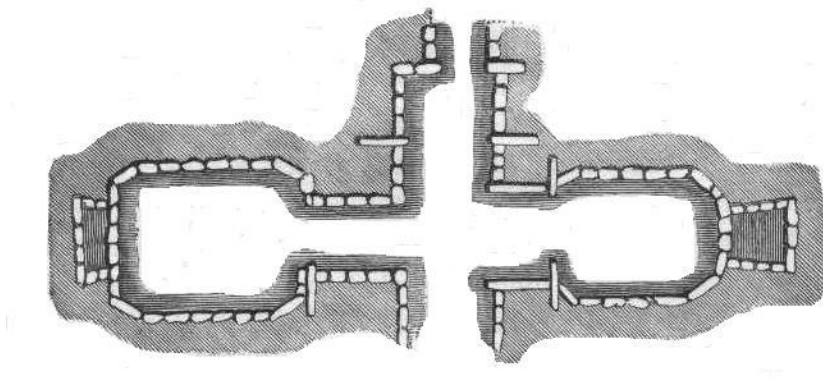
Depart

The itinerary will vary to accommodate such factors as the changing tide times at the Brough of Birsay and events in St. Magnus' Cathedral, although you will of course visit all of the sites listed but not necessarily in the right order. A welcome pack will be awaiting you on arrival at your hotel, containing a detailed day-to-day itinerary, useful local information, a copy of the Monuments of Orkney visitor's guide and an Orkney map.

## Holiday Accommodation

We use the Ayre Hotel in Kirkwall, Orkney's capital, as the base for all our group holidays and private tours. This harbour front hotel has been recently renovated and all rooms are en-suite with a choice of double, twin or large single, with a lift to all floors. You can relax in the evening over a hearty meal prepared using local Orkney produce.

On our holidays you are not restricted to the usual basic 'tour group menu'. You instead have a completely free choice from the hotel's extensive à la carte menu, with fresh local produce such as hand-dived scallops, crab and salmon or of course a decent steak from one of our wonderful grass fed beef cattle, followed perhaps by Orkney fudge cheesecake and Orkney ice cream. Please note we cannot be held responsible for any weight you may gain during your holiday with us!



## 2018 'Orkney Adventure' holiday dates

Holiday (1) Arrive Saturday 28<sup>th</sup> April, depart Saturday 5<sup>th</sup> May 2018

Holiday (2) Arrive Saturday 5<sup>th</sup> May, depart Saturday 12<sup>th</sup> May 2018

Holiday (3) Arrive Saturday 12<sup>th</sup> May, depart Saturday 19<sup>th</sup> May 2018

Holiday (4) Arrive Saturday 19<sup>th</sup> May, depart Saturday 26<sup>th</sup> May 2018

Holiday (5) Arrive Saturday 26<sup>th</sup> May, depart Saturday 2<sup>nd</sup> June 2018

Holiday (6) Arrive Saturday 2<sup>nd</sup> June, depart Saturday 9<sup>th</sup> June 2018

Holiday (7) Arrive Saturday 9<sup>th</sup> June, depart Saturday 16<sup>th</sup> June 2018

Holiday (8) Arrive Saturday 16<sup>th</sup> June, depart Saturday 23<sup>rd</sup> June 2018

Holiday (9) Arrive Saturday 23<sup>rd</sup> June, depart Saturday 30<sup>th</sup> June 2018

Holiday (10) Arrive Saturday 30<sup>th</sup> June, depart Saturday 7<sup>th</sup> July 2018

Holiday (11) Arrive Saturday 7<sup>th</sup> July, depart Saturday 14<sup>th</sup> July 2018

Holiday (12) Arrive Saturday 14<sup>th</sup> July, depart Saturday 21<sup>st</sup> July 2018

Holiday (13) Arrive Saturday 21<sup>st</sup> July, depart Saturday 28<sup>th</sup> July 2018

Holiday (14) Arrive Saturday 28<sup>th</sup> July, depart Saturday 4<sup>th</sup> Aug 2018

Holiday (15) Arrive Saturday 4<sup>th</sup> Aug, depart Saturday 11<sup>th</sup> Aug 2018

Holiday (16) Arrive Saturday 11<sup>th</sup> Aug, depart Saturday 18<sup>th</sup> Aug 2018

Holiday (17) Arrive Saturday 18<sup>th</sup> Aug, depart Saturday 25<sup>th</sup> Aug 2018

Holiday (18) Arrive Saturday 25<sup>th</sup> Aug, depart Saturday 1<sup>st</sup> Sept 2018

Holiday (19) Arrive Saturday 1<sup>st</sup> Sept, depart Saturday 8<sup>th</sup> Sept 2018

Holiday (20) Arrive Saturday 8<sup>th</sup> Sept, depart Saturday 15<sup>th</sup> Sept 2018

## 2018 'Orkney Adventure' holiday price

£1495 per person, single supplement £210

**Our prices are based on two people** sharing a double or a twin room. The single supplement applies for single travellers or for those travelling together who would prefer a room each.

**Our holidays are all-inclusive with NO hidden extras.** Prices include good quality accommodation at the Ayre Hotel, Kirkwall, breakfast and à la carte dinner at your hotel, soup and sandwich lunch at a pub or similar on tour, all entry fees, all ferry fares for island day trips, and the services of your archaeologist driver-guide. **Our holidays do not include** your travel to Orkney, hotel transfers or your hotel bar bill. Please refer to our booking conditions for full details.

### Health & Fitness

**You must be reasonably fit and healthy** to take part in one of our small group holidays. Our group holidays are **NOT** suitable for people who are seriously overweight, obese or exceptionally unfit, the disabled or those with serious medical conditions. Whilst many of our guests are retirees of more mature years, our holidays are **NOT** leisurely coach tours with frequent opportunities to rest for extended periods.

**Our guests need to be able to walk at a moderate pace** and be able to cope with short hill walks and uneven terrain. Most sites are reached by a short walk of no more than around ten minutes, but we then guide our guests around the site, which can mean at some sites guests will be on their feet for around an hour without a chance to sit down.

The most strenuous day is in the island of Rousay, where all the sites are reached by climbing or descending steep hills. Entry to Maeshowe chambered tomb requires crouching for around 10 metres along the entrance passageway, whilst entry to Cuween cairn requires climbing a steep hill and then crawling (although we provide comfortable kneepads). Access to the Dwarfie Stane in Hoy requires a short walk uphill over rough terrain.

We can accept guests who may have difficulty with some aspects of our holidays e.g. crouching or crawling, provided that they are happy to miss out the sites that will cause them difficulties, and wait for the rest of the group in the tour vehicle. In Rousay, where the most strenuous sites are after lunch, we do quite often leave less able guests in the lounge at the lunch venue, supplied with tea and coffee.

Having hip or knee replacements are not a problem provided that you have fully recovered from your surgery and have regained full fitness: we have had guests with double hip replacements who have coped very well. Please take the advice of your surgeon and physiotherapist regarding your fitness to undertake the holiday. Age is not a barrier to undertaking one of our holidays provided that you are fit and healthy enough: our most senior guest to date was 86 years old, and did not experience any difficulties.

Since many of our guests book a year or more in advance we are aware that health issues may arise in the interim, and for this reason it is **essential** that you take out adequate holiday insurance to cover you in case you need to cancel your holiday for medical reasons. Please do NOT take the holiday if your health will be an issue and always heed the advice of your doctor or other health professional regarding your fitness to travel.

If you have any reservations regarding your fitness, please **consult us in advance of booking**. We are happy to provide advice based on your individual circumstances. We do not wish to discourage guests who may be slightly less able, but we do want you to be able to safely enjoy your holiday with us. We are happy to accommodate guests who have limited mobility or medical issues on our private tours, since we can tailor the itinerary to meet your individual requirements.

## Private all-inclusive tours

We offer our private tours at any time not already covered by one of our group holidays, which makes them ideal for an early or later season break. Please note that for 2018 this means before the 28<sup>th</sup> of April and after the 15<sup>th</sup> of September 2018.

We would suggest our 4-night, 3-day 'Orkney Insights' Tour to give you a true flavour of our magical islands, whilst if you have a little more time our 6-night, 5-day 'Orkney Experience' Tour includes the many delights of the islands of Hoy and Rousay. We can offer longer or shorter tours and we are happy to customise an itinerary if you have specific requirements.

### 4-night, 3-day 'Orkney Insights' Itinerary

**Day 1:** arrive at your hotel in time for dinner.

**Day 2: Mainland Orkney** travel round Scapa Flow to the Earl's Bu and Round Kirk, Skara Brae, Skail House, Maeshowe Chambered Cairn, the Stones of Stenness and the Ring of Brodgar.

**Day 3: Mainland Orkney** Rennibister Earth-house, Cuween Cairn, the Churchill Barriers, the Italian Chapel and St. Magnus' Cathedral.

**Day 4: Mainland Orkney** visit the Broch of Gurness, Kirbuster Farm Museum, the Brough of Birsay, the Earl's Palace Birsay and the Barony Mill.

**Day 5:** depart

## 6-night, 5-day 'Orkney Experience' Itinerary

**Day 1:** arrive at your hotel in time for dinner.

**Day 2: Mainland Orkney** travel round Scapa Flow to the Earl's Bu and Round Kirk, Skara Brae, Skail House, Maeshowe Chambered Cairn, the Stones of Stenness and the Ring of Brodgar.

**Day 3: Island of Rousay** Midhowe cairn, Midhowe Broch, Taversoe Tuick cairn and Blackhammer cairn.

**Day 4: Mainland Orkney** Rennibister Earth-house, Cuween Cairn, the Churchill Barriers, the Italian Chapel and St. Magnus' Cathedral.

**Day 5: Island of Hoy** Martello tower and Hackness Battery, the Dwarfie Stane and Lyness Visitor Centre. This trip could include the spectacular scenic walk to the Old Man of Hoy sea stack, combined with either the Dwarfie Stane or the Lyness Visitor Centre.

**Day 6: Mainland Orkney** visit the Broch of Gurness, Kirbuster Farm Museum, the Brough of Birsay, the Earl's Palace Birsay and the Barony Mill.

**Day 7:** depart





## 2018 Private tour prices

Our private tours are all-inclusive with NO hidden extras.

Prices include good quality accommodation at the Ayre Hotel, Kirkwall, breakfast and à la carte dinner at your hotel, lunch at a pub or similar on tour, all entry fees, all ferry fares for any island day trips, and the services of your archaeologist driver-guide. Please refer to our booking conditions for full details. Prices are based on two people sharing a double/twin room, and the single supplement only applies if two or more people travelling together require separate rooms. **The single traveller price** applies if one person who is travelling alone requires a private tour. (Single travellers are very welcome on our 'Orkney Adventure' small group holidays, where the single supplement only is applicable).

**We do not put together groups for our private tours** but you are welcome to put together your own group up to a maximum of 8 people. We offer a 10% discount if you are booking for 4 people, 15% discount for 5-6 people and 20% discount for 7-8 people.

- (1) 3 nights/2 day tour: £895 per person, single supplement £90  
(single traveller i.e. a private tour for one person: £1395)
- (2) 4 nights/3 day tour: £1195 per person, single supplement £120  
(single traveller i.e. a private tour for one person: £1995) – *this is our 'Orkney Insights' tour as detailed above*
- (3) 5 nights/4 day tour: £1495 per person, single supplement £150  
(single traveller i.e. a private tour for one person: £2595) – *this option includes a day trip to either Rousay or Hoy*
- (4) 6 nights/5 day tour: £1795 per person, single supplement £180  
(single traveller i.e. a private tour for one person: £3095) *this is our 'Orkney Experience' tour as detailed above*

## How to Book & Pay

Please ensure that you have read and accepted our booking conditions before making a booking. We require a completed booking form and a non-refundable deposit of £300 per person to confirm your booking, with the balance payable 90 days before arrival. If you are booking less than 90 days before your arrival date the full amount is due on booking.

Please do not finalise your travel arrangements before we have confirmed your booking. If you contact us to confirm availability we will be happy to hold your booking for 10 days pending receipt of your completed booking form and deposit payment.

### We accept the following payment methods:

By UK cheque or international (pounds sterling) banker's draft: please make cheques/banker's drafts payable to 'Orkney Archaeology Tours'.

By UK BACS transfer or international SWIFT/BIC bank transfer: we will supply our bank account details on request.

By credit card (surcharge applies): we can only accept credit card payments via PayPal and will send you a PayPal invoice. We apply a credit card surcharge to cover the PayPal transaction fees as follows:

UK credit card surcharge: 4%

Europe, Canada & USA credit card surcharge: 5%

Rest of the world credit card surcharge: 7%

## Getting to Orkney

**Travel to Orkney** is not included in the price of your holiday and we regret that since we are not travel agents we are unable to make travel arrangements on your behalf.

### Arrival by air

**Flights to Orkney** are operated by Loganair, who offer flights to Kirkwall Airport from all major Scottish airports, although there are no direct flights to Orkney from outside Scotland. Loganair do not release their flight schedules for the following summer until October, but there will be many flights available. Flights should be booked as soon as possible for the best fares. Flights can be booked online at [www.loganair.co.uk](http://www.loganair.co.uk)

### Arrival by ferry

**Northlink Ferries** operate from Aberdeen to Kirkwall in Orkney and onwards to Lerwick in Shetland (not a daily service to Orkney), and also daily from Scrabster near Thurso to Stromness in Orkney.

Website: [www.northlinkferries.co.uk](http://www.northlinkferries.co.uk) tel: 0845 6000449

**Pentland Ferries** operate several crossings daily from Gills Bay in Caithness to St. Margaret's Hope in South Ronaldsay.

Website: [www.pentlandferries.co.uk](http://www.pentlandferries.co.uk) tel: 01856 831226

**John o' Groats Ferries** operate summer sailings for foot passengers only, but offer a connecting coach service from Inverness to Kirkwall, making this a good option if you are relying on public transport.

Website: [www.jogferry.co.uk](http://www.jogferry.co.uk) tel:01955 611353

## Contact Us

We very much prefer to correspond via email, and we always reply within 24 hours, often sooner. If you do not receive a response from us within 24 hours, then we did not receive your email - please resend.

### E-mail:

[info@orkneyarchaeologytours.co.uk](mailto:info@orkneyarchaeologytours.co.uk)

&

[info@orktours.co.uk](mailto:info@orktours.co.uk)

### Website:

[www.orkneyarchaeologytours.co.uk](http://www.orkneyarchaeologytours.co.uk)

&

[www.orktours.co.uk](http://www.orktours.co.uk)

### Address:

Orkney Archaeology Tours,  
Bayview, Birsay, Orkney, KW17 2LR

### Telephone:

01856 721450

VAT Reg. No. 107 1132 67

## Booking Conditions & Booking Form

Please read these carefully as bookings with Orkney Archaeology Tours are accepted only in accordance with the conditions below. When you make a booking with us you are deemed to have accepted these conditions. ***In particular please note what is and is not included in your holiday with us.*** N. B. in the following 'holiday' should be read to mean 'holiday or private tour'.

**1 PAYMENTS FOR YOUR HOLIDAY:** a booking must be made in writing using our booking form, and include a non-returnable deposit of **£300** per person. If you are booking less than 90 days before your holiday, full payment will be necessary immediately. We will send you a confirmation of your booking, at which point the contract between us comes into existence. You have undertaken to pay for the holiday you have booked and we have undertaken to provide you with the holiday we describe in the brochure. Your contract with us shall be subject to Scottish Law. If you make a booking on behalf of others as well as yourself, we shall take it that you have the authority of each of those other people to enter into that contract and that you and they have agreed to be jointly and severally liable to us. If we are unable to accept your booking, we will return your payment to you immediately. Payment of the balance is due 90 days before arrival, and we will invoice you for this approximately one week beforehand. We reserve the right to cancel any booking for which full payment has not been received 90 days before arrival, and to levy cancellation charges as set out in clause 2 below.

**2 CANCELLATION BY YOU:** if you or any member of your party has to cancel your booking, we must be informed by telephone, letter or e-mail immediately. The cancellation only takes effect from the date at which the notification reaches us, and the following cancellation penalties apply: **Up to 90 days before arrival:** loss of deposit **Less than 90 days before arrival:** loss of full cost of holiday

**3 CANCELLATION BY US** We do not operate a minimum numbers policy on our holidays and therefore will not cancel your holiday for this reason. If we have to cancel your holiday for any other reason we will refund your full payment. **N.B. we are NOT responsible for any consequential loss you may suffer if we have to cancel your holiday** e.g. travel expenses etc. & you should ensure you have adequate travel insurance to cover this eventuality.

**4 HOLIDAY ITINERARY:** We will do our very best to visit all the sites and attractions we have promised you in your holiday itinerary but we are not liable if exceptional circumstances outside of our control prevent this. Such circumstances include for example industrial action, technical problems with transport, unscheduled site closure, severe weather conditions etc.

**5 INCLUDED IN YOUR HOLIDAY:** all meals, accommodation, entry fees and travel as part of the tour are included in your holiday. Meals consist of dinner and breakfast at your hotel, with light lunches at a suitable venue whilst on tour. Bottled water is provided in the tour vehicle. All accommodation is en-suite and non-smoking.

**6 NOT INCLUDED IN YOUR HOLIDAY:** travel to and from Orkney and to your hotel on arrival and departure is **NOT** included in the cost of your holiday. Drinks except water are **NOT** included.

**7 INSURANCE:** we carry tour operators' professional indemnity and public liability insurance as required by UK law and will provide copies of our policy on request. We strongly recommend that you take out appropriate travel and holiday cancellation insurance in respect of your holiday with us.

**8 CHANGES:** if you wish to make major changes to your holiday after you have booked e.g. changing your holiday dates, we will do our best to accommodate you provided you notify us of the change at least 90 days before your arrival date. Any change is subject to availability; otherwise our normal cancellation charges apply. We regret we do not allow changes to your holiday dates less than 90 days before arrival. If you are unable to take the holiday you have booked you may find another person to replace you at any time before your arrival date, provided they take the holiday exactly as booked by you; otherwise our normal cancellation charges will apply.

**9 COMPLAINTS:** any complaints relating to your holiday must be reported to us immediately, and we will do our best to resolve the problem. If you are still dissatisfied you must put your complaint in writing to us no later than 30 days after departure

**10 DIETARY REQUIREMENTS:** please inform us of your dietary requirements particularly any food allergies you may have at the time of booking. We will notify the lunch venues and hotel of your requirements but please note you must also take care to check with the hotel staff that any menu choices you make are safe for you to eat.

**11 HEALTH AND FITNESS:** you must be reasonably fit and healthy to take part in one of our tours, which involve some walking, sometimes over rough terrain, whilst entry to some sites entails crouching or crawling. Please refer to the detailed information in our brochure regarding health and fitness requirements. If you have any reservations regarding your fitness for a tour, please seek medical advice and consult us in advance. **You must not travel** against the advice of your doctor or other health professional. Whilst we will make every effort to accommodate you, we can accept no liability for your inability to take full part in the tour due to health or fitness issues.

**12 ASSISTANCE DOGS:** we welcome registered assistance dogs, please let us know on booking if you will be accompanied by yours, and if you would like suitable dog food or bedding to be available. We regret that we do not allow pet dogs on our tours.

**13 PAYMENT PROTECTION:** for your protection and to meet our responsibilities under the terms of the Package Travel, Package Holidays and Package Tours Regulations 1992, all payments made by you will be held separately in our Client Account until completion of your holiday.

## 2018 ORKNEY ARCHAEOLOGY TOURS BOOKING FORM

**TOUR DATES:**

7-night 'Orkney Adventure' holiday

Arrive Sat:

Depart Sat:

Private tour

Arrive:

Depart:

**Details of your party & room type required. N.B. room definitions: (1) Double room:** a shared room with one large double bed for two people travelling together. **(2) Twin room:** a shared room with two large single beds for two people travelling together. **(3) Single room:** a room for single occupancy with a standard size double bed

Title	First name	Surname	Twin room	Double room	Single room
1					
2					
3					
4					

**Address of person making the booking:**

Tel:(eve)

Tel:(day)

Mobile:

Email:

**Special requests & dietary requirements: Vegetarians:** do you eat fish/eggs/dairy? **Gluten free:** do you eat gluten free bread? **No dairy:** which (if any) non-dairy milk do you require? **Food Allergies:** please give full details

**DEPOSIT PAYMENT:** A non-returnable deposit of £300 per person is payable on booking. The balance is due 90 days before arrival. If you are booking less than 90 days before your arrival date the full amount is due on booking.

**We accept payment via the following: (1)** UK cheque or pounds sterling international banker's draft made payable to 'Orkney Archaeology Tours'. **(2)** Credit card via PayPal (*Please note a credit card surcharge applies – see brochure for details*) **(3)** Direct bank transfer via UK BACS or international SWIFT/BIC transfer (*Please tick the box below & we will email you a PayPal invoice or supply our bank details as required*).

I enclose a cheque/banker's draft for £

Credit card

Bank transfer

**Declaration:** I confirm that I have read the booking conditions as contained in the Orkney Archaeology Tours brochure and & accept them on behalf of myself & all other persons included in this booking.

Signed:.....

Date.....

Print name:.....

**Orkney Archaeology Tours, Bayview, Birsay, Orkney, KW17 2LR**