

## Sussex Suite

Thank you for booking Signature Sussex Suite at London Gatwick.

To confirm your reservation, please complete this form with details for your journey.

Please note that passenger information data will only be used for Signature and UK Border Force.

Please note that your reservation will only be confirmed once this form has been completed in full and returned to LGW@signatureflight.co.uk

### PRICE LIST

The following charges are for either an arrival or departure reservation.

Please note that bookings must be made at least 24 hours in advance.

1 – 6 Passengers	£1,800	
7 – 12 Passengers	£3,600	
13 – 18 Passengers	£5400	
19 + Passengers	To be negotiated	
Out of Hours (23:00 – 05:00)	£345	
Additional Baggage	£50 per bag	Included baggage is 3 suitcases per passenger
Cancellation Charges	£250	Cancellations with less than 12 hours of arrival will result in a 50% of full charge. All cancellations will incur a £250 cancellation fee
Prices exclude VAT		

A booking permits 3 hours use of the Sussex Suite before the aircraft has departed.

### FLIGHT DETAILS

Date of Travel	Flight No	Gatwick ARR / Gatwick DEP**	ARR / DEP Time**	Origin / Destination

\*\* Please specify whether arrival or departure service required, or both.



Please tick to agree that completion and submission of these forms confirms your acceptance of the Terms and Conditions set out in full on the Signature website: <https://www.signatureeliteclass.com/terms-and-conditions>

### PASSENGER / EMBASSY DETAILS

Please complete attached Passenger Passport Details form with full passenger details for everyone who is travelling (document attached to email).

Name of Embassy / High Commission

Invoice Address

Lead Contact Details

Name	Mobile Number

## GREETERS

Sussex Suite access is limited to travellers only for guest security and comfort.

Greeters, security teams & additional personnel should be kept to a minimum and will require pre-approval to gain entry.

Please detail all non-traveller access requests below, including names, and note that ID will be requested to gain access. (Passport/UK Driving Licence)

## ALLERGY / REQUIREMENTS

Please advise us of any allergies, special requests, or requirements for the passengers (Mobility, wheelchair, or dietary requirements):

## BAGGAGE & SEAT ALLOCATION

Please specify below if you have booked allocated seats or checked in baggage for your flight(s):

Lead Booking Name	Airline Booking Reference	Total no. of people in booking	Seat Allocation	Total no. of checked bags

Please note that you will be charged for excess luggage/weight.

The Signature baggage allowance is 3 checked bags per passenger, anything over this will be chargeable at £50 per bag. Total combined baggage and passenger numbers taken into consideration.

If passenger's baggage exceeds the quantity stated on this booking form, delays may be incurred.

## SANCTIONS AND TRAVEL RESTRICTIONS

In accordance with the current sanctions and travel restrictions in response to the war in Ukraine, we are required to ask you to complete the required information and confirm the statements below, so that we can confirm compliance and continue with your booking:

I confirm that the flight booking **IS NOT** in contravention of any UK, EU, Canadian or USA sanction.

I confirm the passenger/s **IS NOT** listed as a Designated Person and **IS NOT** suspected to have ties to the Kremlin or Vladimir Putin.

By inserting your name below, you certify that the information you have provided above is accurate and complete, and that you are duly authorized to complete this questionnaire and are completing this questionnaire to the best of your knowledge and belief

Name and Title:

For cancellation details, please refer to Terms and Conditions <https://www.signatureeliteclass.com/terms-and-conditions>

CREDIT CARD AUTHORITY

I hereby authorise Signature Sussex Suite to debit my debit/credit card with all charges incurred by me in respect of services received.

Services to be charged are for Signature Sussex Suite, and any other additional services as requested. (Please refer to Terms and Conditions for full details)

Card Type

Cardholder's Name

Card Number

Expiry Date (MM/YY)

Security Code (CVV)

Billing Postcode

Name:

Date:

Signed:

Full payment will be taken on confirmation of booking.

Once completed please return to Signature Sussex Suite [LGW@signatureflight.co.uk](mailto:LGW@signatureflight.co.uk)