

**BOOKING PROCEEDURES:**

Book directly with Viajes de Gala, S.A. de C.V.

**ADDRESS:**

Francisco Petrarca # 133 - 202,  
Col. Chapultepec Morales - Polanco  
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MÉXICO

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[www.vdegalatours.com.mx](http://www.vdegalatours.com.mx)

All quotes/bookings must be requested through **Viajes de Gala S.A. de C.V.** site [www.vdegalatours.com.mx](http://www.vdegalatours.com.mx) filling out the form located on the bottom part of each web page. Quotes/bookings can also be requested by **email at [ventas@vdegalatours.com.mx](mailto:ventas@vdegalatours.com.mx)**. All requests are subject to confirmation and availability. When requesting reservations please include:

Name of passengers

Passport numbers

Accommodation basis (SGL, DBL, TPL)

Description of services, dates, and special requests

No bookings accepted with less than 10 days for individuals and/or 45 days for groups prior to arrival.

**RATES:**

All rates are NET in US DLLS and include applicable taxes. Other languages besides Spanish and English, a separate quote must be requested.

Rates subject to change with or without notice. For special quotations please contact us.

**PAYMENT PROCEDURES:**

Full payment for individual bookings must be received at least 10 days prior to arrival or as otherwise specified by Viajes de Gala S.A. de C.V. suppliers.

For groups, \$50.00 US per person should be sent once services are confirmed. Full balance must be received 30 days prior to arrival. Should any supplier request other deposits due to peak periods or high demands, you will be immediately advised of this circumstance.

**VIAJES DE GALA, S.A. DE C.V.**, accepts payment only in US dollars by the following methods:

- 1) Bank draft or cashier's check drawn against a US Bank.
- 2) Bank transfer to our US account (Bank data will be provided if such is the case). Bank slip should be sent by fax for verification indicating client's reference. This method should be used if at last minute booking is accepted and confirmed.

Failure to fulfill all above conditions, may cause cancellation of all services.

**COMMUNICATION CHARGES:**

For your costing convenience our prices include our initial communication to confirm your booking. Any changes made after services are confirmed by **VIAJES DE GALA, S.A. DE C.V.** will result in a \$10.00 US administration fee (per booking).

**CANCELLATION CHARGES:**

Cancellations for Individual bookings:

15 days or more ..... \$10.00 US p/pax + other charges imposed by the suppliers.

From 15 to 5 days ..... \$25.00 US p/pax + other charges imposed by the suppliers.

Less than 5 days or on no show, no refund.

**CANCELLATIONS FOR GROUP BOOKINGS:**

30 days or more ..... \$10.00 US p/pax + other charges imposed by the suppliers.

Less than 30 days or no show \$25.00 US per person plus charges imposed by the suppliers.

Any charges for reduction in number of passengers will depend on the supplier's policies.

All above will apply once deposits and/or full payment have been received.

**RESPONSIBILITIES:**

**VIAJES DE GALA, S.A. DE C.V.** acts only as an agent and does not manage or control or operate any supplier of services, therefore assumes no liability for any loss, injury, damage, accident, delay or irregularity which may be caused by reason of any defect or through acts of default of any company or person engaged in carrying out any arrangements made by **VIAJES DE GALA S.A. DE C.V.**