

PAYMENT TERMS

If you do not have a credit account with Stena Line, a £200 / €200 deposit is required at the time of booking. Full payment is required 28 days before departure date otherwise your reservation will automatically be cancelled.

CANCELLATION CHARGES

15 days or more before departure date	£200 / €200 cancellation charge
4-14 days before departure	50% cancellation charge
Less than 4 days before departure	100% cancellation charge

No refund will be issued to a booking that is amended less than 4 days before departure.

PASSENGER REGISTRATION

Under the Merchant Shipping Regulations, it is compulsory to record the details of every individual passenger travelling. Please ensure the following is emailed to group.travel@stenaline.com two weeks prior to departure date:

- Initial
- Surname
- Gender
- Age (adult 16 and over, child 4-15, infant 0-3)
- Nationality
- Any information concerning the need for special care or assistance in an emergency situation

A template to provide this information is available online. Go to www.stenaline.co.uk/groups and in 'Downloads' select 'Passenger Manifest Download' complete the form, save and email to group.travel@stenaline.com