

# BOOKING FORM

<u>TRIP NAME</u>	<u>TRIP CODE</u>	<u>TRIP LENGTH</u>	<u>CAMP ARRIVAL DATE</u>
------------------	------------------	--------------------	--------------------------

<u>FIRST NAMES</u> Dr/Prof/Mr/Miss	<u>SURNAME</u>	<u>OCCUPATION</u>
---------------------------------------	----------------	-------------------

<u>CONTACT ADDRESS</u>	<u>EMAIL</u>	<u>TEL #</u>
	<u>SEX</u>	<u>DATE OF BIRTH</u>

<u>PASSPORT NUMBER</u> (IF APPLICABLE)	<u>PASSPORT DATE OF EXPIRY</u>	<u>NATIONALITY</u>
---	--------------------------------	--------------------

**SPECIAL DIETARY REQUESTS**

Please state the reason ie. vegetarian, religion etc - and what you can eat in place of meat ie, chicken, fish etc.

**NEXT OF KIN**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Nature of relationship: \_\_\_\_\_

**MEDICAL CONDITIONS AND HEALTH**

Please advise us of any medical conditions and state prescription medication in use:

I, the undersigned have read and fully understand the booking conditions printed overleaf, and accept them, as well as the general conditions as set out by die company:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# HOW TO BOOK

## THE CONTRACT, ARRANGEMENTS AND DEPOSIT

To make a booking, you must complete a booking form, accepting on behalf of all your parties the terms of these booking conditions, and pay a non-refundable deposit of 25% per person of the total trip fare. All persons named on the booking form shall be referred to as “the Client” or “the Clients”. If the booking is made through a booking agent, all communication from the company will be addressed to that agent who acts as agent for the Client in regard to all communication from the Company to the Client. A contract shall only exist between the Client and the Company once the deposit has been paid, and the Client’s signed booking form has been confirmed by the Company. The deposit will only be refunded if the Company is not able to accommodate the Client on the requested trip.

### **PAYMENT:**

The full amount of the trip fare due to the Company by the Client must be paid no later than four (4) weeks prior to the departure date of the trip. If this is not done the Company may regard the booking as canceled by the Client.

### **CANCELLATIONS BY THE CLIENT:**

The person who signed the booking form, and will not be deemed effective until received by the Company, must cancel a booking in writing. If the cancellation is received 31 days or more prior to departure, the appropriate deposit will be forfeited. If the cancellation is received within 30 days or less prior to departure, the following charges will apply:

**30 to 15 days – 50% of the total fare.**

**14 to 07 days – 75% of the total fare.**

**06 to 00 days – 100% of the total fare.**

If the Client fails to join a trip or leaves it prior to its completion, no trip refund will be given, unless by prior arrangement between the Client and the company.

That only a part of a trip is to be made, the Client must state in writing to the Company, at the time of booking, and this written request must accompany the booking form. If the Client cancels a trip, the deposit is not transferable to any other person.

### **CANCELLATIONS BY THE COMPANY:**

The Company reserves the right in any circumstances to cancel the trip and all trips shall operate subject to a minimum of participants. At such times when the Company Cannot provide the trip booked, the Company will return to the Client all money paid, which shall constitute the full extent of the Company’s liability to the Client. The Company will not accept responsibility for any compensation to the Client, if the Company is forced to cancel or in any way change the trip due to force majeure, namely – war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, fire, flood, adverse weather conditions or other external conditions beyond the Company’s control.

### **ALTERATIONS TO BOOKING CONDITIONS:**

No employee or representative of the Company has any right to alter or vary any of the conditions, or to undertake any liability whatsoever on behalf of the Company, unless such by writing and signed by the Director of the Company.

### **INSURANCE:**

Travel and cancellation insurance is important for all Clients. Before a Client commences a trip, he/she must arrange his/her own insurance with a reputable insurer, with protection for the duration of the trip to cover personal injury, medical expense, loss of luggage, and the expenses associated with the cancellation of a trip. If a client becomes ill, all hospital expenses, Doctor’s fees, and repatriation costs are the Client’s responsibility and the Company shall not be liable for any refund of the trip cost.

### **OVERALL AUTHORITY ON TRIP:**

The decision of the river guide employed by the Company will be final on all matters likely to endanger the safety of the group. The Client may be excluded from the trip without a refund of the trip fare. If the Company considers the Client to be unsuitable for the trip, it may in it’s absolute discretion, cancel such Client’s booking or decline to take the Client further if that Client causes inconveniences or annoyance to others on the group.

**HEALTH:**

The Client acknowledges being aware of the proposed river trip and hereby confirms that he/she is medically fit, in good health and is able to embark upon the trip. Any Client with pre-existing medical condition or illness must declare the true nature of such condition at the time of booking and make arrangements for the provision of any drugs or other cause of treatment which may be required during the trip. The Client would be required to provide a medical statement from a GP to confirm that they are fit to paddle. All information will be treated in the strictest confidence.

**LUGGAGE:**

All luggage and personal effects are at all times the Client's risk and the Company cannot be held responsible for any loss or damage to luggage or personal effects.

**PASSPORTS:**

It is the responsibility of the Client to be in possession of a valid passport or visa permits (if applicable). The Company does not accept any responsibility for changes in regulations for visas or any particular requirements for visas. The Company cannot be held responsible for the failure of a Client to obtain the necessary visas.

**LIABILITY:**

Client's bookings are accepted on the understanding that the Client appreciates the risks involved in adventure travel and that the Client undertakes the river trip and expeditions offered in the brochure at their own risk. The Client agrees that this Company and its members shall not be held responsible for loss or damage to property or injury to the Client or loss of life or consequential damages which might occur from any cause whatsoever. The Client and his/her dependants, heirs, executors, administrators and assigns hereby indemnify and hold blameless this Company, its members, associates, employees, representatives, helpers and agents from any liability for any or all claims whatsoever arising and without limitation from any claim arising from any loss or damage to property or injury or illness or death arising from any cause whatsoever related to or occurring during the trip.

**INFORMATION:**

Information given in the brochures, leaflets, and advertising, is given in good faith by the Company and these are based on the latest information at the time of publication. While every endeavour is made to keep to the prices for trips, the Company reserves the right to increase the trip fares at any time due to any unforeseen increases to which it may be subjected.

**PHOTOGRAPHIC MATERIAL:**

Clients should be aware that the authorized trip leaders and representatives of the Company may take photographs and films of the Clients while on any trip, and the Company reserves the right to use such material for any advertising, brochure or publication without obtaining consent or payment to the client.

