

# BOOKING FORM

One form **PER HOUSEHOLD**, Initials/Signatures **REQUIRED** on pgs. 2 & 3

### TRIP INFORMATION:

Trip Name:	Trip Dates:	Preferred Departure City:
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### MAIN CONTACT INFORMATION :

Dr. (MD) / Mr. / Ms. / Miss / Mrs.	YOUR NAME
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MAILING ADDRESS (with postal code)

HOME PHONE (+ area code)	MOBILE PHONE	WORK PHONE	EMAIL:
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### PASSENGER DETAILS: Please send us a copy of your PASSPORT to keep on file!

Dr/Mr/ Ms etc.	Name, <u>as per passport</u>	Date of Birth dd/mmm/yy	Nationality	Passport No.	Date of Expiry dd/mmm/yy	Who will you room with?

**Emergency Contact (we assume 1 contact for your family, if otherwise, please let us know)**

Please provide: Name, Relationship to you & phone Number(s) of someone who is not travelling with you

### PLEASE ADVISE US... (Need more room? Please attach extra details separately)

**SPECIAL DIETARY REQUIREMENTS &/OR ALLERGIES:**

(If vegetarian, please specify which type)

**Any CHRONIC MEDICAL CONDITIONS?** (heart, lung, kidney, diabetes, etc.).

**Please also list any medications you take regularly.**

<b>Does this trip commemorate a SPECIAL OCCASION?</b> If so, please tell us so we can help you celebrate!	<b>CRUISE:</b> preferred cabin category?
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<b>FLIGHTS:</b> will we arrange your flights? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>AIRLINE SEATING:</b> we will seat you together - any special requests: window/aisle? (sorry, we can't guarantee...)	<b>HOW DID YOU HEAR ABOUT US?</b> (Friend, Calgary Zoo Newsletter, Ad, Facebook, etc.)
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	Frequent Flyer: List in same order as above. Name on Membership must match passport		What are your interests? Please rank 1 to 10 (10 = very interested)								
	Airline	Member number	Birding	Botany	Photo-graphy	Observing Wildlife	Shop-ping	Hiking	Local Cultures	History	Other (specify)
1											
2											
3											
4											
5											

**Trip Guest List:** we will compile a list that includes each trip participant's name and contact information. If you do NOT want your contact information to be shared with your trip members, please check box at left.

Your privacy is important to us. All of the above information is stored securely; access to this information is limited to authorized employees only; and this information is shared with suppliers or carriers only if required for the contracted services. Civilized Adventures will never sell, lease or trade any of this information to other parties. We will add your name to our mailing list for you to receive future updates and newsletters. Please contact us if you do not wish to receive future newsletters, itineraries or other news from us.

### DEPOSIT:

To confirm your reservation, please enclose your **non-refundable deposit** plus optional **insurance**. We recommend that insurance be purchased at time of booking to ensure that all non-refundable amounts are properly covered. Please call for a personalized quote.

**DEPOSIT:** \$ \_\_\_\_\_ We accept Visa, MasterCard and cheque payments unless otherwise stated in the itinerary.

**INSURANCE:** \$ \_\_\_\_\_ Please call Civilized Adventures for a personalized quote.

- I enclose a **cheque** to cover the above. *Please make cheque/money order payable to CIVILIZED ADVENTURES INC.*
- I authorize Civilized Adventures to debit my **VISA/MASTERCARD** for the above amounts (insurance will be debited by the insurance company)

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

**BOOKING FORM****One form PER HOUSEHOLD, Initials/Signatures REQUIRED on pgs. 2 & 3****INSURANCE - please read!**

**Protect your travel investment. It is imperative that you have proper and complete coverage against Trip Cancellation, Trip Interruption, and Emergency Hospital and Medical expenses over the duration of your trip.**

**Advantages of insurance:** protect yourself from the unexpected. For example, a medical emergency could cause you to cancel your trip before you go or cause you to shorten your trip to return home early - what happens to your non-refundable trip costs without insurance? What if you need emergency medical evacuation while you're travelling and there isn't an adequate hospital in the region - you might need to be flown to another country. What if the Canadian Government issues a travel advisory for a country that is part of your trip? Insurance will help recover any extra costs that could arise should changes be required, protecting both prepaid arrangements and covering unexpected additional costs. There are limitations to any policy and we will discuss these with you.

**Civilized Adventures will consult with you** and outline what insurance options are available and why insurance is important.

**TRAVEL INSURANCE WAIVER: (Please sign if you are NOT purchasing insurance through Civilized Adventures)**

I, ON BEHALF OF MY FAMILY MEMBERS TRAVELLING WITH ME AND AS LISTED ON PAGE 1, have been advised that the following Travel Insurance is available and understand that **by signing below, I DECLINE and waive the following insurance coverage(s):**

- Excess Hospital & Medical                       Trip Cancellation/Interruption  
 All of the above (i.e. Comprehensive/All-inclusive Coverage)

I also understand that any expenses incurred, while not covered by a travel insurance policy, will be my own financial responsibility. My Travel Agent/Agency has no responsibility for these possible expenses.

Date	Client Signature
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**RESPONSIBILITY CLAUSE**

**Civilized Adventures Inc., Trip leaders, and Agents notify you as follows:**

All the above institutions, and persons mentioned above, are responsible only for their service, and disclaim any and all damages resulting from personal injuries, death, including loss of service, rising out of, by reason of, or while engaged on any tour; whether to ownership, maintenance, use, operation, or control of any aircraft, vehicle, boat, inn, lodge, camp, common carrier, or otherwise; whether caused by failure or delay, due to any cause whatsoever, including acts of terrorism, war, or civil disturbance.

Travel Insurance is mandatory for all clients while on a tour organized by Civilized Adventures, Inc. Clients, together with their personal property including baggage, are at all times solely at their own risk. Clients are wholly responsible for arranging their own insurance and ensuring that they are in possession of private Travel Insurance with protection for the full duration of the tour in respect of at least medical expenses, injury, death, repatriation, cancellation and curtailment, with adequate benefits. Clients making their own arrangements should ensure that there are not exclusion clauses limiting protection for the type of activities included in their tour. Whether clients choose to obtain Travel Insurance through Civilized Adventures or their agents, or through their own independent arrangements, the clients must satisfy themselves that any such insurance is what they require and clients should arrange supplementary insurance if need be.

Clients' bookings are accepted on the understanding that they appreciate the possible risks inherent in adventure travel and that they undertake the tours featured in our program at their own volition. Due to political and cultural differences, as well as generally tougher physical conditions, travel to many areas of the world involves risks other than those we take in our daily lives. Civilized Adventures and the tour operators with which it works place extreme importance on the safety of clients. It is important, however, that clients realize that they are responsible for making themselves aware of the risks involved, and are responsible for making their decisions accordingly.

No refund will be made for unused services that are included in the price. Civilized Adventures shall not be liable for any delays, deviations, or omissions from any tour caused by circumstances beyond its reasonable control, nor for any direct or indirect consequences thereto. Civilized Adventures shall not be liable to compensate clients for associated expenses incurred as a result of their booking.

Civilized Adventures Inc. reserves the right to refuse to accept or retain any person as a member of the tour at any time or to make changes in the published itinerary whenever, in their sole judgment, conditions warrant or if they deem it necessary for the comfort, safety, and convenience of this tour. All prices are subject to change. The airlines concerned are not held responsible for any acts of omissions or events during the time passengers are not on board their conveyances. The payment of the required deposit or any partial or full payment of a reservation on this tour shall constitute consent to all provisions of this condition list. The passage contract used by airline(s) concerned when tickets are purchased shall constitute the whole contract between airlines and the purchaser of this tour.

**I HAVE READ AND HEREWITH ACCEPT THE RESPONSIBILITY CLAUSE AS LISTED ABOVE, AS WELL AS THE ATTACHED RELEASE OF LIABILITY AND WAIVER OF CLAIMS AND RELEASE OF LIABILITY AND ASSUMPTION OF ALL RISKS . I VERIFY THIS STATEMENT BY SIGNING BELOW. I ENCLOSE MY DEPOSIT AS DETAILED OVERLEAF.**

Printed Name of Applicant (18 years of age and older)	Date	Signature of Applicant

## How to book a: **CIVILIZED ADVENTURE**

You need:

(1) **Booking form** (2 sides -- page 2 lists a Responsibility Clause which you must sign. Also shown on page 2 is Travel Insurance Waiver which you will complete if you are NOT purchasing comprehensive insurance through us.

**To complete the booking form:** we need one form per family or household listing all adults and children travelling with you. All adults must sign each section (1) and (2) above. If you have more than 4 in your family please use a second form.

**Name:** MUST match your passport.

**Address:** whatever you wish to use for your mailing address

**Date of birth:** we need this for issuing your insurance

**Passport number & expiry date:** if you don't have your passport handy, **we can add this later.** If your passport has expired, please start the process of getting a new one NOW as it can take about 8 weeks.

**Emergency contact:** our overseas operators and local guides will have this information – just in case.

**Dietary requirements:** if you have a special request and don't tell us about it, you will be responsible for advising the airlines and all restaurants of your needs.

**Allergies:** we will do our best to protect you from your allergies, but we are helpless if you don't inform us properly.

**Flight Arrangements - IMPORTANT:** We are pleased to assist with your arrangements however, if you are booking your own flight arrangements, please ensure you leave enough time between flights throughout your itinerary in order to meet connections with ease and to comply with most travel insurance policies. If you are changing to another airline, changing terminals, or perhaps travelling at a time of year known to have poor weather, please give yourself plenty of time to connect. Please consult with us before you book your own flights! Once booked, we ask you for a copy of your flight itinerary and your airline confirmation number in order to coordinate your arrival and departure transfers.

**Seating:** most airlines do not allow advance seating anymore, but we will place a request, assuming we are handling your flight arrangements. You may access your reservation to add seat requests where fees may be charged by the airline.

**Activities and Interest:** sometimes a traveller's interests match up well with a trip, and sometimes they are wildly different so we may need to talk to you to ensure you understand the type of trip you are booking on. For instance if you hate observing wildlife but have booked on a safari, we should discuss your expectations! In addition, if we see you have a special interest, we can keep this in mind as we communicate with our operators overseas.

**Deposit:** we accept cheque, Visa or MasterCard unless otherwise stated on your itinerary.

**NOTE:** if you are using your VISA or MASTERCARD for payments, we **MUST have your signature on file** in our office so you MUST sign the booking form to authorize us to use your credit card number. We will send you a form to sign for all subsequent payments by credit card prior to the due date.

**FAX or MAIL all forms to:**

**CIVILIZED ADVENTURES INC.**

1220 – 10<sup>th</sup> Avenue SE, Calgary, AB T2G 0W7

Ph: (403) 205-4120 Ph: (800) 688-1804 (toll-free)

Fax: (403) 205-4121 E-mail: [info@civilizedadv.com](mailto:info@civilizedadv.com)