



OnTop Ltd.- RESERVATION FORM

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Please fill out, sign and date, this Booking Form **and** the attached Release of Liability Form (**please have an unrelated adult witness your signature**). Please scan & e-mail or fax (001) 403 675 0044 both forms. Alternatively, you can also mail your forms to our Canadian address, especially if you choose a check payment.

Trip Name and Date: _____

Full Name _____ Date of Birth: _____
Street Address: _____
City, State and Zip: _____
Home Phone: _____ Work: _____ Cell: _____
E-mail: _____ Occupation: _____ Sex: _____
Visa or MC _____ Exp. _____ Name on Card _____
Emergency Contact: _____

I would like to get information about travel insurance (medical, evacuation, etc) from OnTop (circle): Y N

I am willing to share a double room (circle): Y N With whom? _____

Advertised surcharges apply for single room lodging, which will be available for Hotel / B&B nights only

Food Allergies / Preferences: _____

Any physical, medical conditions we should know about? (Separate sheet if necessary)

Personal Travel Plans: Arrival date and location / flight information: _____

Departure: Date/Time and flight information: _____

Where would it be best for you to meet your guide/group (Custom trips only):

Where can we reach you just before your trip with OnTop (Cell phone number?): _____

Experience (highlights! peaks! routes! treks! skiers/climbers: grades? ability?) (Separate sheet if necessary)

Where did you hear about us? _____

I have read and do agree to OnTop Ltd's "Reservation, Cancellation and other Policies ."

Signature: _____ Date: _____

OnTop Ltd.
BOOKING, CANCELLATION and other POLICIES

BOOKING, RESERVATION, DEPOSIT: A deposit of 25% of the total price or private guiding fee is due with your booking. Please provide us with your credit card details (we accept Visa for US\$ or CD\$ charges, Mastercard for CD\$ charges only) do a bank transfer (account information on demand) or mail us a personal check payable to OnTop ltd. Check payment is only accepted if you book your trip at least 45 days in advance. **Final payments are due 30 days before your trip starts.**

If you wish to pay in a currency other than what our trips are quoted in, please inquire with us for a quote in your preferred denomination. Euro payments are only accepted by bank transfers in Euro denomination.

We also accept bookings from minors; however we do require the signature of BOTH parents or ALL legal guardians on both, reservation form and liability waiver.

CONFIRMATION / TRIP INFO LETTER: Upon receipt of the booking form with your check or credit card details we confirm your booking. Subsequently (usually 30 days before your trip starts), you will receive a Trip Information Letter with your trip details (guide contact information, meeting time, airport pick up, lodging reservations etc.)

TRIP (CANCELLATION/MEDICAL/EVACUATION/THEFT) INSURANCE: Once we confirm your booking, we enter into financial obligations on our side and we cannot refund payments or release you from your contractual obligations except for conditions stated below under "Cancellations". Therefore, we highly recommend buying cancellation insurance to cover your losses for the case that you can't participate or have to interrupt your trip "for any reason". Also, all participants need to have internationally accepted health insurance for all activities pertaining to the trip, including coverage for emergency rescue and evacuation. If you already have insurance, please make sure that you will be covered for "roped travel" booking a technical trip including "Via Ferrata" trips. **We gladly refer you to a travel insurance provider who offers "adventure travel insurance packages" and with who our clients have had positive claims' experiences in the past. Generally, you will receive the best benefits if you buy your insurance within 10 days of our booking confirmation.**

CANCELLATIONS: If you need to cancel a reservation, please do so in writing (best by e-mail). If we receive your cancellation more than 90 days before the starting date of the trip, we refund 100% of your deposit (Except for backcountry hut trips in Canada, where any deposits are non-refundable). Between 90 and 30 days your deposit becomes non-refundable. At less than 30 days notice, no refunds can be given, unless either you or we find a suitable participant to fill the vacant spot; If the vacant spot can be filled due to efforts by our office, we retain an administration fee of 15% of your total trip price.

CANCELED PROGRAMS: Once we confirm your booking, we guarantee your trip departure. However, we do reserve the right to change guides, particular lodging or the itinerary should unforeseen circumstances (guide sickness, hut or route closing etc.) force us to do so or should the physical condition of the participants (see below), weather or mountain conditions make a continuation as planned too risky.

PERSONAL FITNESS and GROUP TRAVEL: Our programs rely heavily on the integrity of each individual to assess his or her skill level and physical condition accurately. It is the responsibility of each participant to be aware of the necessary skill and fitness level for a particular trip. When in doubt, please call and discuss them with us! For the protection of yourself and other group members, we reserve the right to deny participation to any unprepared participant at any time of the trip, in which case we cannot offer a refund! In order to accommodate diverse levels of ability and ambition as well as diverse personalities, the decision making of the guide has to be geared towards safety and finding a consensus within the whole group, which may not please each individual participant at all times.