



## BOOKING FORM

Name (Mr Mrs Miss)	
Address	
Postcode	Sex M/F
Telephone Number (Home)	
Telephone Number (Work/mobile)	
Email/Fax	
Please indicate preferred method of communication	
*Where did you hear about us?	

Group Bookings –give details of group below, party leader above, (please use additional forms if required)

First name	Last name	Room Requirement: Double, Twin or Single	Sex M/F	Additional Information eg special diet, allergies, Medical conditions and Medications	Height/ Age	Brief description of relevant experience/ fitness eg walking, biking

NAME OF HOLIDAY OR ACTIVITY	DATE (DD/MM/YY)	REFERENCE NUMBER	PAYMENT METHOD Please state: Paypal/ BACS/ Cheque/ BankTransfer

### DECLARATION

I have paid for the DEPOSIT /BALANCE /FULL AMOUNT (please circle) of the holiday or activity by the method stated above

**TOTAL £** \_\_\_\_\_ (If paying by cheque please make cheques payable IN POUNDS STERLING to Glentrek and send to the address shown at the bottom of this form under 'Glentrek Booking Terms and Conditions')

On behalf of all the persons named above I have read and agree to abide by all the terms and conditions of booking. For activities which involve an instructor or guide, anyone with a **medical condition** that we should be aware of has noted it above or sent to us on a separate sheet at time of booking with a list of current medications.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### HOW TO MAKE A BOOKING

Simply fill out the booking form for your requested activity and/or holiday, and send online or download it and post or fax to us We will confirm via email (or post/fax if requested) that space is available on your chosen holiday or activity and will request a non refundable deposit to secure your booking (details on methods of payment will also be in this correspondence). Upon receipt of your deposit, we will send you an invoice showing the amount still owing and the date when this final payment is due. This balance is due six weeks before the start date of the holiday and/or activity. If it is not paid at this point the booking will be cancelled. If you are booking less than six weeks before the holiday or activity then the full price is due at time of booking.

## Glentrek Booking Terms and Conditions

(For purposes of terms and conditions below, 'we' refers to Glentrek and 'you' refers to the client)

**Price** for holidays is based on two people sharing a room and luggage transfers. Any additional transport costs will be highlighted at time of booking but are likely to be minimal.

**Individual travellers** Self guided holidays only -a supplement will be charged to cover the costs of luggage transfers and accommodation, however individual accommodation cannot always be guaranteed. Please [contact us](#) Guided Walking holidays there will be no single supplement as long as individuals are willing to share a twin room with a fellow traveller of the same sex and as long as their holiday is booked at least 6 weeks before the start date

**Confirmation and Payment for holidays and activities.** On receiving your booking form we will confirm space is available by email and request a deposit. Upon receipt of the deposit we will send you an invoice showing the balance due and the date. The balance is due six weeks before the start date of your holiday or activity and if unpaid at that point the booking will be cancelled and your space may be given to someone else

**Travel Regulations 1992.** Your deposit and final balance payment for activities with accommodation or holidays will be held in a trust fund until the holiday is completed. This ensures financial security for you and is to comply with EC Package Travel Regulations 1992.

**Insurance.** We recommend that you are adequately insured for your holiday. We cannot be responsible for your own illness or injury or for damage or loss to your luggage while on holiday. This insurance should also cover the possibility of your having to cancel your trip for whatever reason

**Instructor led activities** You agree to comply with and abide by all the decisions of the instructors. You accept that instructors may alter routes or activities due to weather or conditions

**Acknowledgement of Risk.** You are aware that outdoor pursuits are by their nature hazardous and you accept this risk. You have made a realistic assessment of your cycling walking or other capabilities and have chosen an activity or route which is suitable for your skills and fitness. You understand that the sole responsibility for your personal safety remains with you. You accept these risks and all others arising from your experience with Glentrek

**Late Bookings and Alterations.** If you book your holiday or activity within six weeks of your start date, the full holiday cost becomes due at the time of booking. If you wish to alter your booking after it has been confirmed, there will be a fee of £35 per booking. If you want to transfer to another holiday or change your start date - this is regarded as a cancellation.

**If you wish to cancel your holiday or activity** We must receive a written notice of cancellation, signed by the person who made the booking. The following cancellation charges apply from the date of receipt of your letter.

- More than 42 days before the start date –the deposit
- Between 42-15 days before the start date - 50% of total cost
- Less than 14 days before the start date - 100% of total cost.

**Cancellations/Alterations by Glentrek** In the event that we have to cancel a holiday due to lack of minimum numbers or circumstances beyond our control we will make a full refund. We also reserve the right to change our itinerary if the circumstances require it. Our instructors/leaders reserve the right to refuse to include an individual in an activity if they deem him or her to be unfit or incapable and any extra cost incurred as a result such as early transport home will be yours not ours

**Bicycles** The bicycle let out on hire, including all accessories and attachments supplied remains the property of Glentrek and you must not sell, hire out or lend the bicycle You must agree to keep the bike locked securely to an immovable object (or in a locked building) when not in use and to take all reasonable precautions to avoid it being stolen. The bicycle is supplied in good condition, and you must undertake not to misuse it, and to return it with all accessories in the same condition as when received (ordinary wear and tear excepted) to the place and on the due date and time agreed. We reserve the right to charge you for all damage caused to the bicycle during the period of your holiday.

We reserve the right to refuse to rent a bike to you if we have reason to think you may be unfit to ride it

**Glentrek,, 11 Shielhill Road, Kirriemuir, Angus Scotland DD84PN)**  
**Tel/Fax 01575 570801/07934 443557 email [info@glentrek.com](mailto:info@glentrek.com)**