



BOOKING FORM – BERLIN MARATHON 2024

PLEASE COMPLETE THIS FORM and STANDARD TERMS AND CONDITIONS (T&C)

RETURN BOTH TOGETHER WITH TRAVELLERS' PASSPORT COPIES

Please enter the details of the person whom all correspondence should be sent to;

FULL NAME & SURNAME: _____ EMAIL: _____

TELEPHONE: (Home): _____ (Work): _____ (Cell): _____

ADDRESS: POSTAL: _____

ADDRESS: PHYSICAL: _____

IN CASE OF EMERGENCY CONTACT (name of person not travelling):

NAME: _____ RELATIONSHIP: _____ TEL: _____

Please note:

- Above person to **complete** this form and each traveller must **sign** where indicated.
- Take the time to **read** the information and complete this form carefully. Your signature indicates that all personal information and travel details given are correct and that you have read and understood the terms and conditions.
- The names on all travel documents must be 100% the same as appears on the traveller's passport (overseas travel) and identity document (local travel).

Travellers Details (as per passports)

	Last Name	First Name	Title	Passport Nationality	I D Number	Runner Yes or No	Double, Twin, Single or family
1							
2							
3							
4							

Additional nights' accommodation required (Dates)? _____

Flights (Please indicate if required and answer in space provided)

Departure City	
Airline Preference	
Class of Travel (Economy, Premium Economy, Business & First)	

IMPORTANT Please refer to Travelways (Pty) Ltd **PRIVACY POLICY** and **STANDARD TERMS & CONDITIONS**, however we wish to highlight the following in connection specifically with Penthouse Travel Sporting Tours packages.

PRICE ADJUSTMENTS

Costs are calculated on a projected exchange rate, government and Service Provider charges and fees. Therefore, all package prices are estimates, subject to change and will be calculated and invoiced in June 2024.

PAYMENT

A deposit as advertised or determined at the time of quoting/booking must be paid to Penthouse Travel Sporting Tours within the specified time. If payment is not received by the payment dates specified the trip will be cancelled and monies paid will be forfeited.

CANCELLATION / CHANGES

Should you, for any reason, wish to cancel or change your booking(s), you must advise Travelways Pty Ltd, t/a Penthouse Travel Sporting Tours in writing.

Changes: A fee may be levied by service providers for any changes to booking(s). Travelways Pty Ltd, t/a Penthouse Travel Sporting Tours reserves the right to charge an administration fee for assisting.

Cancellations: Please refer to the cancellation provisions contained in the estimate and/or booking confirmation, or the Service Provider’s Conditions or website as they may charge cancellation fees over and above those stated below.

Cancellation the fees will be calculated as follows;**

- Before 1 March 2024: Deposit is forfeited
- Between 1 March – 28 June 2024: Second Deposit is forfeited
- On/After 28 June 2024: 100% is forfeited

Exceptions apply on certain products; air ticket cancellations are subject to airline policies, events (for example race entry) cancellations are subject to the event organisers policies with the Travel Agent and usually are non-refundable regardless of reason of cancellation.

** Travelways Pty Ltd, t/a Penthouse Travel Sporting Tours reserves the right to retain their costs, disbursements, service, referral, consultation fees and charge an administration fee for assisting with the cancellation of the services, regardless of the reason for cancellation.

PASSPORTS/VISAS/HEALTH

If you have any doubts about your physical and/or mental condition please consult your medical practitioner before signing this document. Obtaining passport, visa & health requirements are the responsibility of the travellers. Please ensure any/all documentation is obtained on time and are correct for travel.

INSURANCE

Obtaining adequate travel insurance for the entire trip is the responsibility of the traveller. If you have any questions regarding the coverage, please contact the insurance company. Berlin Marathon 2024 package includes travel insurance for residents of South Africa and certain neighbouring countries (period 26 September – 1 October 2024 or as stated on the estimation and/or booking confirmation). If this is not applicable to you please obtain cover separately or ask the travel consultant for assistance.

I CONFIRM THAT:

- I have carefully **read this form in its entirety** and hereby confirm that all the personal details specified herein are **correct**.
- I am **aware** of Travelways (Pty) Ltd **privacy policy** and I have **read & agree to the contents of this form** and the **standard terms and conditions (T&C)** which can be requested from Penthouse Travel Sporting Tours or can be found on www.runningtours.co.za
- I am of **age [18]**

NAME 1: _____ SIGNATURE: _____ DATE: _____

NAME 2: _____ SIGNATURE: _____ DATE: _____

NAME 3: _____ SIGNATURE: _____ DATE: _____

NAME 4: _____ SIGNATURE: _____ DATE: _____

VERY IMPORTANT – PLEASE NOTE RE SIGNATURE

1. If you are **under 18 years of age**, your parent(s) or guardians(s) must co-sign this form.
2. If you represent or make a booking on behalf of **a group**, you must provide us with a written mandate authorising you to make the booking, sign this form and accept the T&C on behalf of the members constituting the group and each member constituting the group must be given a copy of our T&C. If you cannot provide a mandate, then each member of the group / listed above must supply a completed and signed booking form.
3. If you represent or make a booking on behalf of **another person or legal entity**, you must provide us with a written mandate / resolution authorising you to make the booking, sign the form and accept the T&C on behalf of the person or legal entity or such person must be given a copy of our T&C and must sign this form.
4. Failure to comply with the above will result in the travel documents not being released and/or all booking being cancelled and/or payments being forfeited.