



BOOKING FORM

POLAR CIRCLE 2023

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: _____

EMAIL: _____

Please note:

- 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).

Travellers Details (as per passports)

	Last Name	First Name	Title	Passport Nationality	I D Number	Runner Yes or No	Double, Single or Triple
1							
2							

Basic package: Please indicate hotel choice

Old Camp Ulo Wing	
Old Camp Qajak/Tuukkaq	
Polar Lodge	
Hotel Kangerlussuaq	

Options excursions: Please indicate if required

City & Tundra	
Rusell Glacier	
Northern Lights	
Running Tour	

Copenhagen accommodation: Please indicate if required

Pre or Post dates	
-------------------	--

Please indicate if optional extension required

Ilulissat 30 Oct – 2 Nov	
--------------------------	--

T-Shirt size (Runner only)	
----------------------------	--

Spikes size required	
----------------------	--

Dietary requirements _____

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 July 2023.

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;**

On/Before 11 August 2023: Deposit is forfeited

11 August 2023 – Departure Day: 100%

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-transferable / 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

Polar Circle Marathon organisers insist that you are adequately covered. Travel insurance company have a Comprehensive cover which we can arrange for you. Terms and conditions apply more details available on request. For families or groups a reduced premium can apply.

COVID-19

Covid restrictions are relaxed at this point, however subject to change without prior notification. You are aware of the risks and dangers associated with travel and you expressly assume all of the risks and dangers in relation thereto; and hereby forever release, discharge and hold the agency, it’s employees, officers, directors, associated, affiliated companies and sub-contractors harmless against an and all liability, actions, causes of action, suits, damages, claims and demands of whatsoever nature which you may now have or which may hereafter arise out of or in connection with such risks and dangers.

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.