



## OnTop Ltd.- RESERVATION FORM

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email: [info@ontopmountaineering.com](mailto:info@ontopmountaineering.com)

Please fill out, sign and date, this Reservation Form **and** the attached Release of Liability Form (**please have an unrelated person witness your waiver for you**). Please mail or fax both forms with your deposit to our Canmore, Canada address or contact us with your credit card details by phone or e-mail.

### **Trip & 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: \_\_\_\_\_

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

Personal Travel Plans: Arrival date and location, pre- and post tour plans: \_\_\_\_\_

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: \_\_\_\_\_

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.  
RESERVATION, CANCELLATION and other POLICIES

**BOOKING, RESERVATION, DEPOSIT:** A deposit of 25% of the total price or private guiding fee is due with your reservation. Please provide us with your credit card details (visa or mastercard only), do a bank transfer (account information on demand) or mail us a personal check payable to OnTop Ltd. For check or cash payments in either CD\$, US\$ or Euro, we offer a 3% discount, provided you book your trip at least two months in advance and you secure your final payment with your credit card number. Final payments are due 30 days before your trip starts. Please allow 10 days for mailing checks.

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.

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

**CONFIRMATION LETTER:** Upon receipt of the reservation form, release of liability form and deposit, you will receive a confirmation followed by a Trip Information Letter with detailed information regarding your trip (guide contact information, meeting time, pick up at airport etc, lodging reservations made for you etc.)

**TRIP/CANCELLATION/MEDICAL/EVACUATION INSURANCE:** This is highly recommended for purposes of covering cancellations and last minute travel changes. Also, all participants should have internationally accepted health insurance for all activities pertaining to the trip, which should include coverage for emergency rescue and evacuation. If you already have insurance, please make sure that you will be covered for "roped travel" when you intend to book a technical trip. **We gladly refer you to a travel insurance broker who can provide you with a travel insurance package that is suitable for our trips.**

**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 (after payment is received in full), 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:** If OnTop Ltd. has to cancel a trip due to insufficient bookings, you will receive a full refund. OnTop Ltd. is not responsible for any additional expenses incurred by the participants in preparation for the trip. We inform all our clients, who require air transportation to the destinations of our trips at least 60 days before the scheduled departure time of a pending cancellation. Generally in our company history, we have always run every trip, once we have accepted your booking. Like any responsible guide, we reserve the right to make changes to any advertised program, should the physical condition of the participants (see below), weather or mountain terrain 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 member 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.