



# Booking Form

Please complete in block capitals and return to Room 13 HQ.

Room 13 HQ  
PO Box 7043, Fort William, Scotland, PH33 6WL  
E-mail: [management@room13scotland.com](mailto:management@room13scotland.com)  
Tel: +44 (0) 7788740257  
[www.room13scotland.com](http://www.room13scotland.com)

Title of Holiday:	Departure Date:

I would like to book \_\_\_\_ place/s on the above holiday or course.

On receiving a booking for 2 or more individuals, we will contact you to discuss accommodation preferences.

Please note that all our prices are per person and **no single supplement will apply**.

## CONTACT DETAILS

TITLE: ..... FIRST NAME: ..... SURNAME: .....

ADDRESS: .....  
.....  
.....

TEL NO: ..... MOB NO: .....

E-MAIL ADDRESS: .....

ISSUING COUNTRY OF PASSPORT ..... PASSPORT VALID UNTIL .....

DO YOU HAVE ANY DIETARY REQUIREMENTS? .....

DO YOU HAVE ANY MEDICAL PROBLEMS REQUIRING CONTROLLED DRUGS? .....

## PAYMENT DETAILS Minimum 25% deposit required with reservation.

In the event that places on the course or holiday of your choice are unavailable we will contact you and if no satisfactory alternative can be found your deposit will be refunded. Confirmation of your booking and any remaining balance to be paid will be sent to you by Room 13 HQ on receipt of booking form and appropriate deposit. Once you have received this confirmation, the deposit is non-refundable.

We regret that we are unable to accept credit or debit card payments. Please select one of the following payment options:

- Enclosed Sterling Cheque/Postal Order payable to 'Room 13 HQ'
- Payment will be made by International Payment / BACS Transfer: (IBAN: GB98 BOFS 80068400100934)  
(Payments made from outwith the UK may be subject to bank charges)

## RELEASE AND ASSUMPTION OF RISK

I am aware that during the holiday, trek, course, trekking peak, ski tour, rafting or canoe journey or any other trip or holiday in which I am participating under the arrangements of Room 13 and it's agents, certain risks and dangers may occur, including but not limited to, the hazards of travelling in mountainous terrain, accident or illness in remote places without medical facilities, animal attack, the forces of nature and travel by air, train, automobile or any other conveyance. In consideration of, and as part payment for, the right to participate in such trips or other activities and the services and food arranged for me by Room 13 and it's agents, I have and do hereby assume all of the above risks and will hold them harmless from any liability, actions, causes of actions, debts, claims and demands of every kind and nature whatsoever which I know have or which may arise of or in connection with my trip.

Terms shall hereof serve as a release and assumption of risk for my heirs, executors and for all my family.

To complete your booking please turn over to read and accept the terms and conditions that apply to your booking with Room 13.

Once complete, booking forms must be returned to Room 13 HQ at the address printed on reverse.

**I have read and agree to the booking conditions detailed overleaf.**

Signature: .....

Date: .....

Print name: .....

## BOOKING CONDITIONS

1. The person who signs the booking form must be over 18 years of age and guarantees that he/she is authorised to make the booking and accepts these conditions on behalf of everyone whose name is submitted with the booking form and that the accommodation and service provided will be used by all participants.
2. If you are receiving or awaiting medical or surgical treatment at the time of booking you must send with the booking form a certificate from the doctor or hospital stating that you will be fit to undertake the holiday. You must also supply such a certificate if you commence any treatment prior to departure.
3. Should any of the Room 13 students be included in the trip you shall (at your own expense) have to provide a valid Disclosure Scotland certificate or equivalent document.
4. All bookings are made with Room 13 International. We can only accept bookings on our official booking form together with a deposit of 25% per person plus (on some trips) the compulsory insurance premium.
5. We reserve the right to refuse any bookings. No contract exists until we have accepted the booking in writing. The contract will then be subject to Scots Law.
6. Anyone under 18 must be accompanied by an adult who will be responsible for them, unless they are a bona fide Room 13 member in which case the guide shall assume responsibility, subject to parental agreement. A fitness certificate will be required (on some trips) for persons over 65.
7. 9 weeks before departure we shall send a final invoice showing the balance to be paid including any changes in the holiday price (see paragraph 12). The balance must be paid 6 weeks before the departure of the tour. We may treat any failure to pay by this date as a cancellation of the booking.
8. If you wish to transfer your booking to another holiday a transfer fee of £50 per booking will be made. If the transfer is made 6 weeks or less before the original departure date, it may be necessary to treat such a transfer as a cancellation of the original booking according to the conditions in paragraph 7.
9. If you cancel your booking for any reason (or if we cancel it under paragraphs 5 or 6) you will be liable to pay the following cancellation charges, the cancellation date being the date notification is received by Room 13. If cancellation takes place more than six weeks before the departure date then the only charge is the deposit; 42 days to 20 days before departure 50% of the total cost; 20 days to 1 day before departure 75% of total cost; no show 100% of total cost.
10. We reserve the right to cancel a tour if the minimum number of clients is not reached. We also reserve the right to cancel any tour or booking because of events outside our control (e.g., wars, strikes, force majeure) and we will then refund all money paid, less any surcharge made by airlines or agents.
11. Passports/visas/vaccinations: All clients are responsible for ensuring that they have vaccinations to meet necessary health regulations and that they have a valid passport and visas. We cannot be responsible for declined visas, and normal cancellation charges would be levied, should this occur. It is understood by the client that travel in remote areas requires the client to assume responsibility for their own fitness and well being, including any personal medication.
12. Holiday prices are calculated on airfares and the rates of exchange on 1st January every year and include a reasonable allowance for inflation. We reserve the right to adjust the price up or down, according to changes in cost: this will be shown on the final invoice. Once the final invoice has been issued the holiday price is guaranteed.
13. The tour guides should remain the same as given in the itinerary. However a guide may have to cancel for personal reasons, also if the group numbers do not achieve the advertised number then whichever member of Room 13 is leading the tour will also act as guide.
14. Room 13 reserves the right to change the tour leader or guide due to unforeseen circumstances.
15. The arrangements for each tour are by their nature complex with services from different airlines, hotels, trains and transportation companies. You will recognise, that, in comparison with more conventional locations, the destinations you chose (which may include very remote areas) may not achieve the level of sophistication that might normally be expected. In some instances the hotels will be basic, and more appropriate to the local culture than foreign tourists. This is usually indicated in the itinerary. Whilst every reasonable effort will be made by to ensure that the appropriate standard of services is provided wherever possible, this cannot be guaranteed by Room 13. We reserve the right to alter or cancel the tour or any flight or hotel listed on or before the tour without prior notice and even to change the itinerary itself. The final decision while on the tour rests with the tour leader with due regard to availability of accommodation, transport and the prevailing situation. The tour leader and/or guide has the authority to ask you to leave the tour without the right to any refund if in his/her opinion your behavior is detrimental to the safety and welfare of the group.
16. The descriptions, information and opinions given in the provided literature by Room 13 are given in good faith, based on the latest information that we have at the time of printing.
17. Your booking is accepted on the understanding that you realise you come on a tour at your own risk. All arrangements are made subject to the conditions imposed by foreign governments, air, rail, coach, car hire, hotel, restaurant and other companies. We cannot accept liability for any fatal or other injury or illness caused by act or omission of any other person or company providing services for your holiday and which are not directly under our control. Nor can we accept any liability for any consequences of force majeure, weather, religious matters, fire, civil or military disturbance, criminal activity, industrial action, mechanical breakdown, quarantine, government intervention or act of god. In which case no liability whatsoever shall fall on Room 13. Individuals are responsible for their own insurance.
18. a) Arbitration: if you have a complaint please raise it with the tour leader or guide who will do everything possible to correct the matter during your holiday. If you fail to do so, any compensation to which you maybe entitled will be prejudiced. If the matter cannot be resolved and you wish to make a formal complaint it should be done in writing within 10 days of the end of the tour. No refund will be made if a client does not complete the tour or for any unused services included in the holiday price. b) In the unlikely event that the dispute cannot be settled amicably, then we will refer you to our lawyers who will arbitrate.
19. Scots Law governs these booking conditions and the parties submit to the exclusive jurisdiction of the Scottish Courts. The above conditions form a contract between Room 13 and the person who signs the booking form.

Please sign where indicated on the reverse to confirm that you have read and accept the stated terms & conditions of booking with Room 13.

Please return completed booking forms or direct any enquiries to:

Room 13 HQ, PO Box 7043, Fort William, Scotland, PH33 6WL  
Tel: +44 (0) 7788740257 E-mail: [management@room13scotland.com](mailto:management@room13scotland.com)