

# REGISTRATION FORM

**TOUR NAME** \_\_\_\_\_

**TOUR FEE** *Please tick those that are applicable. All international tours require a \$1000 deposit per person / domestic tours require a \$500 deposit per person (unless stipulated). You will need to complete a form for each person.*

Single Supplement

Previous Tour Discount (international tours only)

**NAME** *As per passport*

Family name \_\_\_\_\_ First name(s) \_\_\_\_\_ Title \_\_\_\_\_

Name known as \_\_\_\_\_  
*(if different from passport, for name badge and communications)*

Date of Birth \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**PASSPORT DETAILS** *Please attach a photocopy of your passport biodata page.*

Passport Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiry Date \_\_\_\_\_

Nationality \_\_\_\_\_ DOB \_\_\_\_\_ Place of issue \_\_\_\_\_

Place of birth \_\_\_\_\_ (as listed in passport)

## TOUR PARTICIPANT LIST

When the tour is a confirmed departure, a tour participant list is collated with names and contact details which is circulated to all tour participants with the first newsletter. Please advise what you would like included on the list:

Name and contact details

Name only

**TRAVEL INSURANCE** *We recommend that you have travel insurance.*

Please arrange a quote for full travel insurance for this tour.

I will make my own arrangements and advise Calder & Lawson Tours of the relevant policy details as soon as the tour is a confirmed departure. *(insurance company, policy number and 24 hour contact number from overseas)*

Here are my insurance details:

\_\_\_\_\_  
\_\_\_\_\_



## TRAVEL ARRANGEMENTS

- I require flights or domestic travel  Yes  No

Details \_\_\_\_\_

- My airline frequent flyer number is:

Details \_\_\_\_\_

- I would like to extend/vary arrangements

Yes  No

Details \_\_\_\_\_

- I would like to take the tour add-on (*if one is offered with this tour*)

Yes  No  Still considering  Not Applicable

- Cabin type required (*if applicable to this tour*)

Details \_\_\_\_\_

## PREVIOUS TRAVEL WITH CALDER & LAWSON TOURS

*If you are a regular traveller, list the last tour you took.*

New Traveller

Previous Traveller      Tour and Year \_\_\_\_\_

Do you have a name tag/ lanyard from a previous tour  Yes  No

Do you have a luggage strap from a previous tour  Yes  No

## CYCLING *If you are registering for a cycling tour, please provide the following information:*

Your height (in cm): \_\_\_\_\_

Do you wish to hire an e-bike?  Yes  No

*E-bikes are often limited in number, register your interest early and we will confirm the availability and cost to you.*

## TRAVELLING COMPANION AND BEDDING CONFIGURATION

Travelling alone (*paying single supplement*)  Travelling alone (*require roommate for twin room*)

Travelling companion name \_\_\_\_\_

I require  Twin Beds  Double Bed  No Bedding Preference



## DIETARY REQUIREMENTS

- Dairy Free     Gluten Free     Nut Free     Vegan     Vegetarian
- Other *please specify:* \_\_\_\_\_

## EMERGENCY CONTACT

*Please do not use the person you are travelling with. At least one phone number and an email address must be given.*

Contact Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

## MY HEALTH

*Note that closer to the time of travel a more detailed health form will be required to be filled out.*

- Good     Very good     Excellent     Smoker     Non-smoker

## DEPOSIT REQUIRED *\$1000 per person per tour, unless specified differently.*

- Direct debit – Calder & Lawson Tours Ltd 12-3476-0031965-01

*(Please use your name and the tour name as a reference).*

- Credit card - We accept Visa and Mastercard. Please phone us with these details  
(a surcharge of 1.5% will be charged).

## I have read, and accept, the following Terms and Conditions

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



#### **DOMESTIC TOUR FEE INCLUSIONS**

- Coach or train travel as specified in the itinerary
- Accommodation on a share-twin basis in hotels and/or ship cabins
- Meals as specified in the itinerary
- Activities and admissions as specified in the itinerary
- All group transfers
- Other inclusions as specified in the itinerary and will vary according to the tour type

#### **DOMESTIC TOUR FEE EXCLUSIONS**

- Any flights to/from the tour start and end point (these can be arranged for you)
- Personal expenses
- Beverages during meals, unless specified
- Other meals not specified in the itinerary
- Costs for variations made outside the group arrangements
- Travel insurance
- Costs of any optional trips offered
- If you wish to pay by credit card, a surcharge of 1.5% will be charged

#### **INTERNATIONAL TOUR FEE INCLUSIONS**

- Economy class air travel, if specified (excluding airport taxes)
- All airport transfers and any coach or train travel as specified in the itinerary
- Accommodation on a share-twin basis in hotels and/or ship cabins
- Meals as specified in the itinerary
- Entrance fees as specified in the itinerary
- Gratuities for local guides and/or crew of any included ships which form part of the tour itinerary

#### **INTERNATIONAL TOUR FEE EXCLUSIONS**

- Passport costs (passports must be current and valid for at least six months after return to New Zealand)
- Any visa requirements
- Airfares and airline/departure taxes
- Costs for variations made outside the group arrangements
- Travel insurance
- Costs of any optional trips offered

#### **DISCOUNTS AVAILABLE** (International tours only)

- Previous Tour Discount - \$200 per person

**VARIATIONS IN TRAVEL** - Calder & Lawson Tours are happy to arrange for you to combine your tour with other travel you wish to undertake, and to quote on these additions. Variations are subject to airline regulations. Any variation in travel plans must be made and confirmed at least three months prior to travel. In most cases you may upgrade to Premier Economy or Business Class when these services are available.

**PAYMENT METHOD** -Your tour deposit and fee can be paid by cash, direct debit, or credit card.

**INTERNATIONAL TOURS REGISTRATION** - A deposit of \$1,000 per person is required with your registration. Some tours featuring cruises or trains may require increased deposits. To secure a place on a Discovery, Journeys, Walking or Biking tour please complete your registration (online or paper form) and return with your deposit to Calder & Lawson Tours. A place is not guaranteed unless your deposit has been received. Registrations will be accepted in order of receipt of deposits.

**NZ DOMESTIC TOURS REGISTRATION** - A deposit of \$500 per person is required with your registration. Some tours featuring cruises or trains may require increased deposits. To secure a place on a NZ domestic tour, please complete your registration (online or paper form) and pay your deposit to Calder & Lawson Tours. A place is not guaranteed unless your deposit has been received. Registrations will be accepted in order of receipt of deposits. If the tour is unable to operate because of government travel restrictions due to Covid-19, you will have the choice of transferring your deposit to another tour or receive a full refund. NZ domestic tours are not eligible for a Previous Tour Discount.

**FULL PAYMENT** - The balance of the tour fee is payable on or before a date which will be advised to you by Calder & Lawson Tours.

#### **COVID-19 AND QUARANTINE**

It is very important to note that quarantine-free travel is not guaranteed and is subject to change at short notice, you travel at your own risk and must be prepared for potential changes to quarantine status. Should you require managed isolation or changes to your travel plans, the team at Calder & Lawson Tours will be available to assist however any additional costs incurred due to delays or changes are your responsibility. Your safety on tour is of upmost priority.

#### **CANCELLATION/WITHDRAWAL**

If the tour is cancelled due to minimum numbers not being reached by Calder & Lawson Tours, payment made will be refunded in full. Calder & Lawson Tours are unable to take responsibility should a tour not operate due to natural disaster, epidemic or pandemic, political unrest, travel bans or other such events beyond our control. It is the passenger's responsibility to have travel insurance in place to cover such eventualities. It is therefore essential that travel insurance is arranged and paid for prior to the date by which the progress or final payments are due. Once the deposit has been made and the tour is confirmed, your deposit is non-refundable. All progress and final payments made are non-refundable. Again insurance cover is therefore essential.

**DEPARTURE GUARANTEE** -The tour will proceed provided that the specified minimum number of deposits have been received. Calder & Lawson Tours will contact those registered on the tour to advise when that tour is a definite departure.

**SINGLE SUPPLEMENT** - For clients travelling alone, a single supplement is payable. Calder & Lawson Tours are allocated a limited number of single occupancy accommodation and therefore stipulate that single supplements are subject to availability.

**SOLO TRAVELLERS LOOKING TO SHARE** -Should single passengers prefer to share with a stranger of the same gender, Calder & Lawson Tours may be able to assist. However such arrangements are solely between the passengers concerned, and Calder & Lawson Tours accepts no responsibility for compatibility, nor guarantees being able to supply a twin share partner. Such arrangements are entered into on the understanding that both passengers travel together for the entire journey. Should a twin share partner not be found, or should one party cancel from the tour, at any stage, the single supplement will be applied to the remaining passenger.

**TOUR MANAGER** - Calder & Lawson Tours tours will be led by a person especially chosen for her/his organisational and people skills. Her/his role is to look after all travel arrangements and the well-being of the group. Calder & Lawson Tours shall not be liable for any loss or expense arising from any statement, advice or recommendation made by the Tour Manager or any other servant of the Company, nor responsible for any decision made by any person as a result of any such statement, advice or recommendation. The Tour Manager will do her/his best to ensure that your tour is worry free, safe and satisfying. Calder & Lawson Tours reserves the right to make changes to the Tour Manager at any time.

**PRIVACY ACT WAIVER** - You consent to us providing the following Personal Information to our **suppliers**: Your full name and address, passport number, travel details and your contact details.

**ACCOMMODATION** - Tour price includes accommodation throughout on a twin share basis, with private facilities, unless otherwise specified.

**COST AND ITINERARY CHANGES** - Exchange rate fluctuations or supplier cost increases may result in a change to the advertised tour price. The price will not change after full payment has been made by a client. Calder & Lawson Tours has selected with care and in good faith, the information given and the choice of suppliers but reserves the right, where circumstances necessitate, to change the itinerary and to advise the traveller of these changes. Due to unforeseen circumstances the itinerary may need to be amended during the tour.

**INSURANCE** - It is mandatory, and a condition of travel, for anyone travelling on an international Calder & Lawson Tour to have full and adequate travel insurance cover. Recommended policy provisions can be mailed to all participants. For an additional charge the policy may include cover for pre-existing and declared medical conditions subject to approval from the insurance provider. In the event that travel insurance has been arranged privately, confirmation in writing must be received prior to the date by which the balance of the tour fee is payable.

**VACCINATIONS** - We strongly recommend that you consult with your doctor or travel doctor, particularly for travel to developing countries.

**TRAVELLERS WHO REQUIRE ASSISTANCE** - You are required to disclose to us at time of booking, any disability requiring special attention. This includes physical disability, difficulty walking, hearing or eyesight impairment, or any neurological disorders. While every effort is made to accommodate such difficulties, we are not responsible in the event we are unable to do so and are not responsible for any denial of services by carriers, hotels, or other independent suppliers. Our concern must always be for the enjoyment and welfare of the group as a whole and we regret that we cannot provide individual assistance to participants for walking, getting on and off motor coaches or vessels, or other personal needs. A physically and mentally able companion must accompany travellers who need such assistance.