



Booking Form (Please complete one form for each tour you are taking)

Tour Name / Dates:

Identification (Please include a photocopy of your passport for all tours outside your country of residence)

FULL NAME (as it appears on your passport)	PASSPORT NUMBER	DATE OF EXPIRY	BIRTH DATE	NATIONALITY
1		YY/MM/DD	YY/MM/DD	
2		YY/MM/DD	YY/MM/DD	

Published Name PLEASE LIST YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR IN THE TOUR GUIDEBOOK PROVIDED TO ALL TOUR MEMBERS

Please note that we do not use titles or post-nominal abbreviations.

1	
2	

Contact Information

TELEPHONE (HOME):	CELLPHONE 1	CELLPHONE 2
EMAIL 1	EMAIL 2	
MAILING ADDRESS:		
SEASONAL MAILING ADDRESS:		
Please indicate approximate dates for this address		

Accommodation

NUMBER OF BEDS: <input type="checkbox"/> ONE <input type="checkbox"/> TWO * WE PROVIDE KING BEDS WHERE POSSIBLE
EXTRA NIGHTS (please list exact dates and number of nights):
Please select your preference: <input type="checkbox"/> BATHTUB <input type="checkbox"/> WALK-IN SHOWER Do you require an ADA bathroom? <input type="checkbox"/> YES <input type="checkbox"/> NO
SPECIAL REQUESTS (please list any special requirements or preferences for your hotel room—i.e. distilled water for CPAP machine, room on lower floors, etc.):

Traveller 1 Details

Traveller 2 Details

EMERGENCY CONTACT (next of kin - name/phone/relationship to you):	EMERGENCY CONTACT (next of kin - name/phone/relationship to you):
MOBILITY:	MOBILITY:
<input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> POOR <input type="checkbox"/> I USE A WALKER / WHEELCHAIR	<input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> POOR <input type="checkbox"/> I USE A WALKER / WHEELCHAIR
MEDICAL CONDITIONS/MEDICATION (severe allergies):	MEDICAL CONDITIONS/MEDICATION (severe allergies):
DIETARY REQUIREMENTS, PREFERENCES AND/OR ALLERGIES:	DIETARY REQUIREMENTS, PREFERENCES AND/OR ALLERGIES:
ALCOHOL PREFERENCES (red/white wine/type of liquor/none):	ALCOHOL PREFERENCES (red/white wine/type of liquor/none):



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 Almonte, Ontario, Canada K0A 1A0
 Tel.: 1-866-686-1288 / Fax: 1-613-461-1299
 www.ariatours.com / info@ariatours.com

Payment Information Full payment is required if booking within 60 days of departure.

<input type="checkbox"/> CHEQUE	Clients who pay their tour cost by cheque(s)/bank draft or money order (either one cheque for the full amount or one for the deposit and a post-dated cheque for the balance) will be entitled to a 1.5% reduction of the total cost of the tour. All payments are processed directly in US Funds unless otherwise requested. Please make payable to Aria Tours.	
<input type="checkbox"/> BANK DRAFT		
<input type="checkbox"/> MONEY ORDER		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> BANK WIRE		
Card Number:	Expiry:	Security PIN:
Cardholder:	Signature:	

Insurance

We strongly recommend the purchase of trip cancellation/interruption insurance, as penalties will apply if you cancel your booking (see our Terms & Conditions)
<input type="checkbox"/> Please send me a travel insurance brochure
<input type="checkbox"/> I have been advised to purchase travel insurance and I decline (waiver)
Please forward the carrier, policy number and contact phone number for any travel insurance you purchase for this tour. We require this information in case of an emergency while you are travelling with us.

Second Traveller If your second traveller lives at a separate address, please include that information here so that we can send them information about the tour.

ADDRESS:
<input type="checkbox"/> If you would like us to send this person a copy of the invoice for this tour, please check here

Luggage Tour members are entitled to 2 pieces of luggage and 1 personal article each. Please note that we will charge \$100 USD for each additional bag.

Traveller 1 luggage estimate: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Traveller 2 luggage estimate: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
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A Few More Details

The following information helps us to make this tour, and your overall experience with us, as enjoyable as possible.
Have you been to this location before? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you celebrating a special occasion? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, what is the occasion?
Have you signed up to our E-Mailing List? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, would you like us to add your email address to this list? <input type="checkbox"/> YES <input type="checkbox"/> NO
Would you like to receive our printed brochure 2X/year? <input type="checkbox"/> YES <input type="checkbox"/> NO
How did you discover Aria Tours? (If it was a person, see below)

Referral Is there someone we can thank for referring you to Aria Tours?

Details:

Terms & Conditions

I have read and agree to the Terms and Conditions of this tour, on behalf of all travellers listed on this form.	
Signature _____	Date _____

TERMS & CONDITIONS OF REGISTRATION

*Please keep this sheet for your reference and return only the Booking Form portion to us.

Provisional Booking

We recommend that you contact us first to make a provisional booking which we will hold for *one week only*. To confirm your participation, please send the Booking Form and deposit within this period.

Definitive Booking

Fill in the Booking Form and send it to us with the deposit (specified in the cost of the tour description). It is important that you read the Terms & Conditions at this stage, and that you sign the Booking Form.

Our Confirmation

Upon receipt of the Booking Form and deposit we shall send you a Welcome Package, which includes confirmation of your booking. Further details of the tour will also be sent at this stage.

Registration

Tour participants must complete a Booking Form and accept the Terms & Conditions of Registration. If you have severely limited mobility, please consult with us before registering.

Payments

Clients who pay their entire tour cost by cheque(s), bank draft or money order at the time of registration (either one payment for the full amount or one for the deposit and a second one dated 90 days prior to departure for the balance) will receive a 1.5% reduction of the total cost of the tour. We also accept Visa, MasterCard and American Express. If you pay by credit card, the balance will be charged automatically 90 days prior to the tour date. Tour costs are stated in US Dollars and include all taxes. All credit card payments will be processed directly in US dollars. Some credit card issuers will charge a Foreign Transaction Fee, as we are located in Canada. This fee can amount to as much as 3% of the total amount of payments made to us. Please note that this charge is added by the credit card issuer, not by Aria Tours.

Cancellations

If six travellers register for a tour, it will run with an Aria Tours Director. If fewer than six travellers register, the tour may be cancelled, and registrants will be notified within 60 days of the tour start whether this is the case. In some instances, when it becomes necessary for Aria Tours to cancel a tour, registrants will have the option to receive a full refund or proceed with the tour on a self-directed basis (see Refunds for applicable restrictions). In the latter instance, certain refunds will apply as circumstances dictate and will be addressed on a case-by-case basis.

Refunds

Tour members are entitled to the choice of a full and immediate refund or a comparable alternate tour acceptable to the customer if the following conditions occur: 1) the scheduled departure of any transportation that forms part of the tour is delayed or advanced by 24 hours or more, unless the delay or advancing is the result of: (a) mechanical problems with a vehicle, ship or aircraft; (b) safety considerations; (c) weather conditions; (d) a strike or lock-out; or (e) force majeure; 2) a different cruise ship is substituted; 3) the accommodation is changed or the standard of the accommodation is changed; 4) the total price of the tour is increased and the cumulative increase, except any increase resulting from an increase in retail sales tax or federal goods and services tax, is more than 7 per cent; 5) the documents needed for the tour are changed because the transportation routing is changed, and there is not enough time for the person to obtain the documents before the departure; and 6) if a tour is cancelled because fewer than 6 people register. Refunds will not be issued for cancelled performances or for changes in casts unless Aria Tours receives a refund from the venue.

Tour deposits are otherwise refundable, less any amounts already transferred to suppliers (for such services as tickets or deposits on hotels) plus a \$400 administrative fee, up to 90 days prior to departure. For cancellations between 90 and 60 days prior to departure, there will be a charge of 50% of the balance due. Requests for refunds must be received in writing. There will be no refunds within 60 days of departure, and if the balance has not yet been paid at that time, the penalty for cancellation will be the full balance amount. Aria Tours is not responsible for any costs incurred by registrants for cancelled itineraries. Such costs include, but are not limited to,

flights and travel insurance. We recommend waiting to book flights until the minimum number of registrants for a tour is met.

Trip Insurance

We strongly recommend trip cancellation insurance. An application for travel insurance will be included with your tour Welcome Package, and you will have 21 days from the day your deposit is received to mail the insurance application in order to receive maximum coverage (i.e., for pre-existing conditions). Our supplier offers a "Cancel For Any Reason" policy that may cover up to 75% of your pre-paid non-refundable tour costs in the event that you cancel a tour, regardless of when or why you do so. If you wish to purchase a policy, you may do so by contacting the provider directly. Once you have purchased insurance, regardless of the provider, please forward your policy information to us. If you choose not to purchase an insurance policy, you must indicate on the attached Booking Form that you have declined the insurance. We regret that we are unable to provide insurance for residents outside the U.S..

Health Insurance

We strongly recommend that you obtain supplementary health insurance from a private insurance company to provide you with additional coverage during your absence. If you are a resident of Ontario and you are insured under OHIP, you are entitled to very limited funding for a limited range of medical services when you are travelling outside of Canada. Also, the amount of funding provided by OHIP will not usually cover the full cost of any health services that you do obtain outside of Canada. To obtain private insurance, contact a private insurance company or call the Canadian Life and Health Insurance Association Inc. at 1-888-295-8112.

PROGRAM DETAILS

Program Details

Itineraries are subject to change. This includes performances, casts, hotels, restaurants, etc. Tour costs are also subject to change, but barring drastic movements in exchange rates, they will remain as advertised. We will inform you of any changes as soon as we are aware of them. Once registered, you will receive a Welcome Package consisting of an informational letter and an insurance application. Complete tour details will be included in a detailed Guidebook sent to all tour members prior to the tour departure date.

Transfers

Please note that we include inbound and outbound airport-hotel transfers only on published tour dates, and not for early arrival or late departure days.

Eligibility - Mobility Issues

Our programs include walking tours of up to 3 hours on certain days. The terrain can include cobblestones, hills and stairs. If you use a cane or a walker, or if you find it difficult to stand for a moderate amount of time, you may find our itineraries difficult. We will do our best to accommodate you, but we reserve the right to refuse your participation if we are unable to meet your individual and personal needs within a group setting. Please contact us to discuss whether the tour itinerary is suitable for you. Your comfort and enjoyment while travelling with Aria Tours is of utmost importance to us.

Responsibility of Tour Provider

Aria Tours and its agents are not responsible for accident, death, injury,

loss, detention, annoyance, irregularity or delay caused by any hotel, transportation company or third party, or resulting from quarantine, illness, weather, strike, terrorist act, act of nature, failure of transportation company, disturbance, government restrictions or regulations, change in transit or hotel service, mechanical failure or other causes over which we have no control. Full responsibility for operation of aircraft, ships, trains and vehicles used for tours rests with the operating companies. Reasonable changes in the routing, transit companies, hotels and sightseeing services may be made if deemed necessary or advisable for the comfort and well-being of the passengers. Aria Tours assumes no responsibility for loss, theft, damage or accident to passenger baggage.

PRIVACY POLICY

Aria Tours is committed to protecting the personal information that you share with us, and we value your trust.

- We do our utmost to ensure your personal information is safeguarded and protected by adhering and acting in accordance with the Personal Information Protection and Electronic Documents Act of Canada (the Act) (PIPEDA) and the Canadian Standards Association Model Code for Protection of Personal Information.
- We may collect the following personal information in the course of offering services or providing services to you: name, address, phone number, e-mail address, credit card details (if necessary), comments you may provide to us or trip destination information. The collection of this information is done to allow us to provide services to you as requested. We also use this information to answer your request for further information about our trips, make a custom booking, or provide you with general information about Aria Tours and/or our services. We take customer privacy seriously and use the most reliable security measures to protect our customer database.

- Personal information is not collected unless you provide this to us. This means you can browse our website without having to provide any personal information to Aria Tours.
- All personal information that is provided to us is stored in secure databases at a secure location. Passwords and firewalls protect these databases. Please note however that no data transmission over the Internet can be guaranteed to be 100% secure and we cannot ensure the security of information you transmit to us over the Internet.
- All credit card payments are encrypted for maximum security.
- Access to your personal and private information is limited to authorized employees only. We keep our employees informed about our policies and procedures. Unauthorized access and /or disclosure of client information is strictly prohibited. Our employees are expected to maintain the confidentiality of customer information at all times.
- Aria Tours never shares your personal information with third parties.

- Aria Tours sends occasional e-mail announcements with information regarding new tours we are offering. If you contact us by email, we will not automatically include your e-mail address to our newsletter mailing list, but we will add your address to this list if you request it, and you may then unsubscribe at any time.

By using our services and/or by sending us your contact information, you consent to the collection, use, retention and disclosure of your personal information as set out in this Privacy Policy. You may withdraw your consent with respect to any or all uses or disclosures of your personal information at any time (subject to legal or contractual restrictions) by sending instructions to our attention at info@ariatours.com.

Mail this completed form to

Aria Tours
P.O. Box 159, 122B Bridge Street
Almonte, Ontario, Canada K0A 1A0

or fax this completed form to
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