

# Trip Booking Form



Each participants are required to fill this form separately.

## Trip Details:

Trip Name: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Trip Duration: \_\_\_\_\_

## Personal Details:

Title	First Name	Middle Name	Surname
Gender	Date of birth (DD/MM/YYYY)	Weight	Height

## Passport Details:

Nationality	Passport Number	Issue Date (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)

## Personal Contact Details:

Address	Tel: (Mob)	Tel: (Land)	Email	Occupation

## Emergency Contact Details:

Name	Relationship	Email	Contact No (24/7)	Address

## Insurance Detail (Mandatory for all treks and climbs)

Insurance Company	Policy Number	Emergency Contact (24X7)

**Medical and Dietary Requirements:**

Past Medical History	Allergies	Dietary Requirements	Current medical conditions

**Previous Experiences:**

Previous Treks/Climbs	Technical Experience	Maximum Altitude Reached	Level of Fitness

**Other Details:**

Jacket Size	Boot Size (For Peak climbing only)	How did you hear about us?

**Flights:**

Arrival Details	Departure Details

ROOM PREFERENCE (IF BOOKING FOR TWO): TWIN BEDS: \_\_\_\_\_ DOUBLE BEDS: \_\_\_\_\_

- Kindly send us the signed copy of booking form together with a non-refundable deposit (20% of trip cost), copy of your passport, passport size photo, flight ticket and insurance policy.
- If you have not got the Insurance and flight ticket at the time of booking the trip, you can send us these details later too.
- A trip confirmation, payment receipt and arrival instructions will be sent after we have received all the above mentioned details.

We look forward to receiving your early confirmation to avoid non-availability.

By signing this agreement I state that I am sufficiently healthy, physically and mentally, to participate in this activity. I acknowledge that I will supply true and accurate information regarding my mental and physical ability. All the details submitted above are found true and correct by myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (please print name in capital letters)

**Payment Policy:**

1. To confirm the booking, you are required to pay a non refundable trip deposit (20 % of total trip cost).
2. The balance payment of 80% can be made before or after your arrival in Kathmandu as per your convenience.
3. If you wish to pay the balance payment 80% after your arrival in Kathmandu, we accept both cash and card as a mode of payment. For card payment, please note that an additional 3.5% bank charge will be levied.
4. For High Altitude Expeditions, Tibet Trips and Bhutan Trips you are required to make the balance payment of 80%, one (1) month prior to the trip

**Cut-off Date:**

This quote is valid for 1 month from the date of tentative booking. If we do not receive any feedback from your side during this stipulate date, we will deem that you are no longer interested and we will proceed to accept other confirmation on the dates.

**Cancellation:** Please refer to our Terms & Conditions agreed upon on next page.

**Mode of Payment:** We accept both card and wire transfer as a mode of payment. Please refer below for the instructions on both methods. For the balance 80% payment after your arrival in Kathmandu, we accept cash as well.

**Bank Details for Wire transfer:**

Beneficiary	Highland Expeditions Nepal Pvt Ltd
Banker	Nepal Investment Bank Limited
Account Number	02901010250184
Bank Address	Dhumbarahi, Kathmandu, Nepal
Account Type	Current General Account, US Dollar
SWIFT CODE	NIBLNPKT

**Note:** Any applicable bank charges must be borne by the remitter. (This is the only bank account we use)

**Card Payment:** [Click here](#)

Our online card payment portal is 3D secured and certified American Express SafeKey to detect and reduce online fraud—adding an extra layer of security when Card Members makes transactions online.

**Steps to make payment via card:**

1. Click on the link above and you will be redirected to our online payment page.
2. Click PAY NOW after you have filled the form and you will be again redirected to a safe payment portal provided by Himalayan Bank Limited, Nepal.
3. Please fill all the card details as requested in the form and after submission, the portal will connect with your card provider and will verify the payment.
4. An OTP (One Time Password) will be sent to you for confirmation, and after entering the OTP, your payment will be successfully completed.

**Important Note:**

1. Please include 3.5% bank charge while making the payment via card.
2. For American Express Card Holder, please put the name of your card provider on the bank name
3. Kindly ensure that your card is 3D secured.

# TERMS AND CONDITIONS:



**ALL BOOKINGS ARE BASED ON THE FOLLOWING TERMS AND CONDITIONS:**

Your agreements are made with Highland Expeditions Nepal Pvt Ltd located at Mt. Everest Summiteers Marg, Saraswatinagar 06, Kathmandu, Nepal.

Our terms and conditions have been carefully crafted with respect for our clients, our administrative staff, and our guides, and we strongly recommend that you purchase trip insurance to protect your investment.

When making your booking it is implied and accepted that you have read and understood all these booking conditions and agree to abide by them for the good of us all and our good standing with one another, for your safety and overall good welfare.

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1. All bookings are made with Highland Expeditions Nepal Pvt. Ltd.
2. It is an absolute fundamental condition that you acknowledge that this is an adventure vacation in some of the most rugged territory on earth. This requires some flexibility. The day to day itineraries we offer you must be taken as a guideline only. We cannot be held responsible for any delays caused by International or domestic flights, strikes, Government regulations, Weather or natural calamities, riots, arson, public vandalism or any act of God etc. In such cases, Highland Expeditions shall be responsible for providing suitable alternatives which could be decided upon mutual agreement. If an agreement cannot be made, Highland Expeditions shall not be held responsible.
3. A tentative booking will be made after you have sent us the trip booking form and we will hold it for two (2) weeks giving you time to promote and send the trip deposit. When you are ready to confirm, 20% of the total trip cost will be required as a trip deposit which is non-refundable. Your booking will be confirmed by email once we have received a signed copy of your booking form, passport copy and the trip deposit (20% of the trip cost). A final trip confirmation letter will be sent after we have received all the required documents and trip deposit.
4. The balance payment of 80% can be made after your arrival in Kathmandu by cash or card (for card payment an additional 3.5% bank charge will be levied). For High Altitude Expeditions, Tibet Trips and Bhutan Trips you are required to make the balance payment of 80%, one (1) month prior to the trip starting date.
5. All the trip cost are shown in USD unless otherwise stated.
6. This deposit fee 20% is non-refundable in the event of any cancellation. The deposit fee of 20% is basically non-recoverable costs that are incurred while making the bookings. Losing the money, you have paid for the trip is worse should you need to cancel the trip after confirmation. Therefore, having Insurance with Travel protection is recommended. Please refer to our [insurance page](#).
7. If you wish to reschedule the trip for a future date due to any circumstances, we will transfer your trip deposit and any other payments made for the future trip date as per your schedule. Kindly note that any cancellation charges that are levied to us by accommodation providers, airlines, travel agents or third-party tour and transport operator fees will be deducted from the trip deposit. You will also have to bear all the expenses (Price increase in flight, hotel, permits etc.) or additional cost (International tickets, visa, insurance, etc) incurred due to a change in trip date.
8. If you are not able to reschedule your trip and choose to cancel your trip due to any reason, your trip deposit and any other payments made will be forfeited and will not be refunded as a cancellation charge. Due to the nature of the trip and the "no-refund" policies of government tourism offices and cancellation charges levied by accommodation providers, airlines, travel agents or third-party tour and transport operator fees, we must adhere to this stringent refund policy.
9. The trip will not be cancelled/postponed unless we are forced to do so because of unusual or unforeseeable circumstances (force majeure), such as a major natural disaster, major political unrest or war, COVID-19. If we cancel/postpone the trip we will hold your deposit (less the unrecoverable costs such as air tickets cancellation, hotel booking cancellations, permit fees, staff insurances etc) and provide you with an option to schedule the trip on next dates as per your schedule without any additional charges. However, any price increase (Hotel, Flight, Permit, etc.) on future departure will be applicable. We shall not be liable to refund any additional expenses that you may have incurred (such as insurance, visas, vaccinations and other incidental costs). If you cancel your trip and are unable to reschedule the trip for the next date, your trip deposit will be forfeited as per our standard cancellation policy.



# TERMS AND CONDITIONS:

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10. If you do not show up at the meeting point specified on the agreed date, we will assume you have been delayed and will wait for you to contact us with your new expected arrival date. If you do not contact us within 48 hours we will assume you have cancelled the tour. There is no refund of any money paid.

11. In case of the journey broken of early return upon client's own wish or causes, Highland Expeditions shall not be liable to any refund of the days and services not utilized. Clients will have to bear all the expenses (Hotel, Food, Transfers or any other expenses) themselves after leaving the itinerary.

## 12. LUKLA/KATHMANDU FLIGHT CANCELLATION

The flight between Kathmandu and Lukla, where the Everest region trek/climb starts and ends is generally reliable on the weather. If in case of poor weather, all flights will be cancelled for the day. In the event of flight cancellation, we will attempt to get you on a chartered helicopter but you are responsible for the extra costs in this event which can range from \$200 to \$500 or more depending on the number of people sharing the flight.

13. Before joining the tour/trek we strongly recommend you take out travel insurance. This should include adequate cover for trip cancellation and interruption, baggage lost and delays, medical expenses, any cancellations, helicopter evacuation and emergency repatriation. You must supply documentary proof of it. If you do not have travel insurance you must have a credit card with at least a US\$10,000 limit. Travel Insurance is imperative, especially when doing treks above 3000m.

14. The trek information sheets and the dossier give information and conditions relating to the trip and are deemed to be part of the contract and so you should be fully aware of their contents. However, the itinerary is an indication of what the group should accomplish, but not a contractual obligation - Changes may be made because of exceptional weather, flight cancellations, sickness or other unforeseeable circumstances - No refunds are given for unused services or unrealized dreams. We do offer our sympathies though.

15. All information and advice provided (vaccinations, climate, trekking equipment, visas etc.) are given in good faith but without responsibility by us.

16. By signing these terms and conditions you certify that your image may be used without charge by Highland Expeditions for promotional purposes, printed promotional items and promotional presentations, unless you notify us in writing that you do not wish to have your image to be used for these purposes.

17. You agree to abide by the authority of the leader. Signing the booking form implies your acceptance of the tour leader's decisions which could affect the group or individuals. The tour/trek leader will give you a complete briefing on your arrival about your journey with Highland Expeditions.

18. If you have a complaint that cannot be dealt with immediately with the tour leader or you are not satisfied with the response, please notify us in writing within ten (10) days of the trip completion. We shall try to agree on a settlement; this process shall be governed by the laws of Nepal.

19. Assumption of Risk: I understand that participating in the activities offered entails inherent risks including, but not limited to, the risks described in this activity detail. Having read this form, I am fully aware of the risks and hazards associated with the Activity, and hereby elect to voluntarily participate in the Activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, that I may sustain as a result of participating in the Activity. I also acknowledge that Highland Expeditions accepts no responsibility for the actions of persons and / or companies supplying goods and / or services as part of Highland Expeditions activities or any extra costs incurred due to delays or complications beyond our control.

I HAVE READ, UNDERSTOOD AND AGREE TO THE BOOKING CONDITIONS DETAILED ABOVE:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (please print name in capital letters)