

Horizon & C^o.

GUIDED BY EXPERIENCE SINCE 1963

PRIVATE TRIP APPLICATION

Dear Traveller,

When you book a private trip with Horizon, we begin a process that involves committing ourselves to both you and our contacts around the world. We want to make your experience the very best possible and to do so we will expend a great deal of time and energy in the development of your itinerary. Our planning department begins to organize the details: engaging local guides, booking hotels, reserving restaurants and planning events. All of this involves expenses, some of which we would not be able to recover in the event that you cancel your trip. We have therefore developed this private trip questionnaire to help clarify the terms and conditions of our relationship.

Please fill out this form and push the SEND button to email the form back to us. Alternatively, you can fax it back to us at 416-585 9614 or mail it to us at 478 Queen St. E., Suite 400, Toronto, Ontario, Canada, M5A 1T7. One of our Private Trip specialists will contact you shortly.

ORGANIZER DETAILS

Name:	Email:		
Home phone:	Work phone:	Cell phone:	Fax:
Address:			
City:	Country:	State/Prov:	Zip/Postal Code:
Preferred contact method:	<input type="checkbox"/> email	<input type="checkbox"/> phone	<input type="checkbox"/> evening <input type="checkbox"/> day

TRAVELLER DETAILS

# of adults:	# of couples:	# of solo travellers:	# of children:
Group relationship:	<input type="checkbox"/> friends	<input type="checkbox"/> family	<input type="checkbox"/> club <input type="checkbox"/> colleagues other:
Purpose of trip:	<input type="checkbox"/> pleasure	<input type="checkbox"/> business	<input type="checkbox"/> reunion <input type="checkbox"/> celebration other:

TRAVEL STYLE

Favourite hotel:
Favourite past holiday (why?):

GROUP INTERESTS (What is the thematic focus of the trips?)

Activity:	<input type="checkbox"/> walking	<input type="checkbox"/> hiking	<input type="checkbox"/> biking	<input type="checkbox"/> kayaking	other:
Culinary:	<input type="checkbox"/> Michelin	<input type="checkbox"/> wine tasting	<input type="checkbox"/> cooking classes	<input type="checkbox"/> market visits	other:
Cultural:	<input type="checkbox"/> museums	<input type="checkbox"/> art	<input type="checkbox"/> history	<input type="checkbox"/> archaeology	other:
Nature:	<input type="checkbox"/> animal safari	<input type="checkbox"/> jungle	<input type="checkbox"/> mountains	<input type="checkbox"/> ornithology	other:

TRIP & DESTINATION DETAILS

Horizon Trip/Destination:

Trip length:

FLIGHTS

Do you need assistance with flights? yes no

Departure city: Class: Preferred airline:

ACCOMMODATIONS CHARACTERISTICS

Category: 4-star 5-star villa

Location: urban centre urban quiet countryside

Rooms: twin double/queen king

Style: contemporary classic rustic

Comments:

MEALS

Allergies:

Special Requests:

ACTIVITIES & EVENTS

Active: biking walking water sports other:

Cultural: expert talks guided walks museum tours other:

Pampering: spa visits massages yoga other:

Are there any special occasions on the trip? birthday anniversary other:

Comments:

EXCURSIONS (Please list any specific events or excursions you would like included in the trip. i.e. private visit to the Sistine Chapel)

Blank area for listing excursions.

OTHER COMMENTS

Blank area for other comments.

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HOW WE WORK

There are two types of issues that need to be addressed when planning a private group: trip issues and business issues.

Trip issues will generally affect the travel experience itself, including everything from destination and length to cost.

Business issues will affect the nature of your relationship with us, and how we allocate risks, rewards & responsibilities.

TRIP ISSUES

How to Travel. There are basically two different kinds of approaches to private trips: block trips or custom trips.

Block Trips. The first option is to take one of our past, present or future itineraries and block it off for your group (or find a new date for the same itinerary). Since we have already done the research and planning, we are often able to offer these trips to your group at the brochure price, although substantive changes to the existing itinerary that result in additional costs will be added to the price of the trip.

Custom Trips. The second option is to work with us to design a totally new trip. Since the research and planning must all be done from scratch, these trips tend to be more expensive. We will need to spend time, energy and re-sources in the development of your itinerary. Since we will be not able to recoup any of these costs, if you decide not to proceed with the trip, we generally require a custom trip development fee of \$500 before we begin working on your proposed itinerary. This fee is refundable upon trip completion or can be applied against the final balance.

Where to Travel. You can choose to go any-where you want and we will figure out the details on a custom trip basis, but if you want the value and convenience of a block trip, then you have to choose one of our existing itineraries or one of our past itineraries. While you should feel free to visit our website to review our current itineraries, be sure to call us to explore our back catalogue.

Who to Travel With. The choice is yours in terms of who you want to bring with you, from friends and family to colleagues and business clients, but we request that you let us know in advance if you have any travellers with special needs (either very young, very old, or otherwise travel challenged). A couple of other choices to keep in mind include:

Group Size. We prefer to run small group trips (under 24), but we are also open to running larger trips as long as the ratio of guides to travellers allows for a quality experience. If you choose a block trip, then the price of the trip will depend on the final number of travellers in your group (see the tiered pricing discussion below).

Horizon Guides. We plan most of our trips with one or two Horizon guides to maximize the flexibility, quality of service and personal attention that our travellers receive. While we do not generally recommend running a trip without a guide at all, we are always willing to accommodate the desires of our travellers by removing all Horizon guides and adding a local guide.

Local Guides. We plan our trips to include a variety of locals, from full-time English speaking local guides who accompany the entire trip to world class experts in art history to amusing local characters who regale us with tales of their exploits and adventures. The choice of who to meet locally is up to you.

What to Do When You Travel. We tend to plan our trips to provide an overall balance, blending culture, gastronomy and activity in a relaxed format with plenty of down time to relax or pursue individual passions. Some of the choices to keep in mind include the following:

Events. Our trips typically include both public events (museums, major landmarks, public venues, etc) and private events (front of the lines or behind the scenes access, private collections, exclusive locations, etc). Some require significant advance notice (like booking tickets to the Palio in Siena), while others can be left open to decision on the trip itself.

Meals. Our trips typically include most a range of local cuisine in a combination of a la carte and table d'hote dining (wine is generally not included). With private trips, meals can be eliminated, extended or upgraded and wine can be included, from local flavours to "premier cru" bottles.

Hotels. We tend to stay in 4-5 star hotels which combine value with charm and character and we generally choose superior or deluxe double rooms. Depending on the destination, often there is flexibility to upgrade both hotels (to small Relais & Chateaux or grand luxury hotels) and rooms (to Jr. Suites or Suites).

BUSINESS ISSUES

Some of the business issues are negotiable while others are based on our standard terms and conditions (and thus tend to be non-negotiable). In general, the business issues revolve around the questions of how to allocate the risks and the rewards of planning a private group.

Block Trip Pricing. A tiered pricing structure applies to block trips. If you have enough people in your group, then you receive a discount from the quoted price or you may send a person for free (often the group leader). If the group size falls below a certain number, then the other members of the group will have the option to pay a supplement in order to run the departure at a smaller group size. Generally speaking, we price our trips based on an average group size of 15 people, but this number varies depending on the trip structure. You will be provided with a custom tiered-pricing schedule as part of the final confirmation of the trip.

Additional Travel Arrangements. On block trips a service transaction fee will be charged for extra arrangements such as flights, transfers and hotel rooms that are outside the group itinerary.

Risk. Most of our trips have little to no advance risk associated with them; however, if you choose to charter a boat, a train, or an entire property, there is often a charter risk that must be addressed. In these cases, the amount and terms of the deposit required may change.

Deposits. A deposit of 20% of the trip price per person is usually required to confirm each reservation.

Payment. Full payment is due 90 days before departure. Final documents will be mailed one month prior to departure.

Cancellation Terms. All individual cancellations must be made in writing and are effective upon receipt. We strongly recommend that you purchase cancellation and medical insurance. Cancellation penalties for individuals are as follows:

Days Prior to Trip Cancellation Fee Per Person

Outside of 90 days	50% of deposit
60-90	50% of total price
0-60	100% of the total price

Consultation. The initial consultation with Horizon regarding the private trip agreement process as well as about a specific destination is free. The amount of time spent on the consultation will vary at the discretion of Horizon, ranging from a few hours to a few days.

Private Trip Questionnaire. As part of the consultation process, we will ask you to complete this private trip questionnaire.

Block or Custom trips. After the initial consultation, we will need to make a decision whether to block a regular departure or develop a custom trip. This fee will be refunded once the trip has been completed or it can be applied against your final balance. For block trips, which require significantly less up front work, we will begin to pull together the proposed itinerary and the proposed price at no extra cost.

Trip Proposal. As soon as we have received the trip development fee, we will begin to develop a preliminary itinerary and pricing proposal. Depending upon the complexity of the request, this process can move quickly or it may require a fair amount of back and forth as the specific itinerary evolves. At the end of this process, we will provide you with a brief trip proposal, including a short itinerary, a departure date and a price range. Since custom trips require a disproportionate amount of original work, we generally require the payment of a \$500 Cdn custom trip development fee before doing any further work.

Price. The price is based on your itinerary and the number of participants in your group; additions to or withdrawals from the group will alter the price for each participant (although if your group size changes within 30 days, the price will not change). We will provide you with a tiered pricing grid as part of the materials to be signed during the deposit and confirmation process.

Terms & Conditions. Along with the trip proposal, we will provide you with a list of the terms and conditions that apply to your specific departure. Upon your approval of the trip, these terms and conditions will govern the relationship between you and Horizon.