



## Terms & Conditions

### TOUR PAYMENTS AND DEPOSITS

A 50% deposit is due at the time of reservation.

The remaining 50% is due 90 days prior to the tour start date.

At the time of deposit your reservation will be confirmed. It is recommended that you have an optional tour date in mind due to demand. All trips require a minimum number of tour guests. If the tour you selected is fully booked or does not have sufficient reservations you will be notified and offered an optional tour date. If another date is unavailable you will receive a full refund less the Administrative Fee as below.

### TOUR CANCELLATIONS, TRANSFERS AND REFUNDS

If you decide to cancel your trip, notify us in writing as soon as possible. The cancellation fee after you have made your deposit can range up to 50% of the tour cost, based upon the number of days prior to your trip, that we receive your cancellation notice. We regret we cannot make exceptions for personal emergencies. For this reason, we strongly urge our guests to utilize trip insurance (see Insurance)

91 or more days	balance of deposit, less \$150 Administration Fee
90 to 0 days	50% of tour cost
90 to 22 days	Full Refund, less \$150 Administrative Fee*

\*If you find it necessary to cancel your tour 90 days to 22 days prior to commencement of your tour, we will attempt to fill your vacancy from any available waiting list. In the case we are able to fill your vacancy, you will receive a a full refund, less a \$150 Administration Fee. While it is our priority to fill your vacancy on the tour you have reserved, there is no guarantee this will be accomplished.

If you would like to transfer from one tour to another this will be considered on an individual basis and as space allows at the sole discretion of Wellington Insider Tours.

### WAITING LIST

In the event you have selected a tour that is filled Wellington Insider Tours will maintain a Waiting List. If a cancellation arises you will be notified as soon as possible that a space has become available. Due to the nature of air travel This option will be available for up to 3 weeks prior to commencement of the tour in question. An exception can be made for individuals who choose to fill a cancellation within the 3 weeks prior to commencement and a refund (as above) will be issued to the prior tour guest.

## AIR TRAVEL

Our tours are land costs only; airfare is additional. You are solely responsible for the cost and arrangements of air travel.

## MEDICAL

Under most circumstances you should have not problem enjoying a Wellington Insider Tour trip. People with medical conditions, including pregnancy, should have a physician's approval prior to taking a tour.

## LIABILITY WAIVER

Everyone is required to sign a standard liability release form before the trip, acknowledging awareness that some risks are associated with the tour. Safety is our utmost concern, but due to the nature of activities, a condition of your participation is you must sign this form before the trip begins.

## INSURANCE

Although every effort is made to insure a safe trip for all, we strongly recommend that you protect yourself, your belongings and your vacation through the purchase of a short-term travel policy. A trip cancellation policy covers your non-refundable payments in most cases, should you have to cancel your trip at the last minute due to illness or injury. Personal belongings and equipment (such as cameras, phones, etc) are carried entirely at the owner's risk and Wellington Insider Tours accepts no responsibility for lost, damaged, delayed or stolen property.

## RESPONSIBILITY - An Important Notice

Wellington Insider Tours assumes no responsibility for injury, loss or damage to person or property in connection with any service, including, but not limited to that resulting directly or indirectly from acts of God, detention, annoyance, delays and expenses arising from quarantine, strikes, theft, pilferage, force majeure, failure of any means of conveyance to arrive or depart as scheduled, civil disturbances, government restrictions or regulations, and discrepancies or change in transit over which it has no control. Reasonable changes in itinerary may be made where deemed advisable for the comfort and well being of the participants. Wellington Insider Tours reserves the right to exclude, at any time, any person for any reason we feel is related to the safety of our tour. If you have any special requirements please contact us ahead of time so we can make appropriate arrangements. On advancement of deposit the depositor agrees to be bound by the above recited Terms and Conditions. Prices are subject to change without notice.

## PRIVACY POLICY

Wellington Insider Tours never sells or shares your information with any third party company or individual. All address, personal and financial information is strictly protected.