



# Elena Travel Services & Car Hire CC Namibia

## [www.namibweb.com](http://www.namibweb.com)

**Reg. No. CC/96/371**

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 Web site: <http://www.namibweb.com> - The online guide to Namibia

### Reservation form: accommodation/camping

Hotel/B&B/lodge/camp name	
Group/guest (s) name (s)	
Contact telephone/cell & e-mail	
Group size (adults/children)	
Ages of children (if applicable)	
Arrival date/time/flight number	
Departure date/time/flight number	
Accommodation/camping to be reserved (type)	
Basis*	
Extra services/extras to be booked**	
Special requests (vegetarian, etc.)	
Type of payment***	
Credit card number	
CVV number (last 3 digits on the back of the card)	
Expiry date	
Name of issuing bank	
Type of credit card****	
Notes/suggestions	
How you found out about Elena Travel Services	

**Thank you for your reservation.**  
**IMPORTANT: Please print this form out, fill in, sign/scan it**  
**(with a signature) and e-mail to [info@namibweb.com](mailto:info@namibweb.com)**  
**(BOTH PAGES ARE REQUIRED)**

**Please fill in only fields relevant to your reservation**

#### Notes

Basis*	Please specify meals basis (accommodation reservations): 1) Accommodation only 2) Bed and breakfast (B&B) 3) Dinner, bed and breakfast (DB&B) 4) Full board (FB, all meals are included) 5) Fully inclusive (FI, all meals + activities are included)
Extra services/extras to be booked**	Please state extra services/excursions/meals, etc. required in addition to basic program chosen
Type of payment***	Please specify if you would like to pay by bank transfer or credit card
Type of credit card****	We accept VISA and Master Card cards

Cancellation policy below is applicable to all establishments/services booked through Elena Travel Services & Car Hire CC.

If reservation is not secured by credit card: **25% non-refundable deposit** is required to confirm your reservation. The balance is due not later than 60 days prior to commencing of the tour/rental or arrival to Namibia. Unpaid reservations are cancelled automatically.

Please note that a certain establishments have own cancellation policy. In some instances a full payment will be required as early as 10 weeks prior to your arrival to Namibia. You will be notified about it beforehand.

Payments by credit card: 3% administration fee is applicable and is to be added to the total amount due for accommodation/services.

Please note that it is a condition of travelling that all guests must have travel insurance for medical expenses, baggage loss, cancellation/curtailment, default and personal accident arranged before arrival in Namibia. Entrance/parks/resorts fees (if applicable) are never included in accommodation/camping rates and payable on arrival only. Booking fees are non-refundable.

All refunds, if granted, will incur N\$ 165 handling fee.

Please note that both pages of this booking form must be signed and sent to Elena Travel.

I acknowledged and agreed that in case if my credit card is used for reservation (security) purposes for accommodation or services the following cancellation policy will apply:

0 - 30 days prior to arrival: 100% of the total cost of services/establishments reserved

31 - 44 days prior to arrival: 75% of the total cost of services/establishments reserved

45 - 60 days prior to arrival: 50% of the total cost of services/establishments reserved

61 days prior to arrival and earlier: 25% deposit is forfeited

I agree that my credit card will be debited in case of cancellation from my side for any reason whatsoever according to cancellation policy terms."

If you would like us to debit your credit card in advance:

I hereby authorise Elena Travel Services to debit my card for the amount of ..... Namibian dollars in payment of .....

By signing this form I agree and bound myself to terms and conditions of Elena Travel Services published at <http://www.namibweb.com/terms.html>

If a service is provided by a third party I will agree to the terms and conditions of the service provider. All disputes are to be settled between service provider and myself. Elena Travel Services acts in this case as an agent only.

Name: ..... (card holder)

Signature: ..... (card holder)

Date: .....