OHSGG Volunteer Guide Request Form

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| **Applied Date** |  |
| **Information of the applicant** |
| **Mr./Ms.** |  | **Name** |  | **Age** |  |
| **Nationality** |  | **E-mail** |  |
| **Information of your party** |
| **First Name** | **Family Name** | **Mr./Ms.** | **Nationality** | **Age** |
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| **Your****Itinerary** | Arrive Hakone | Date & Time |  | From: |  |
| Leave Hakone | Date & Time |  | To: |  |
| **Guide Request** | Date & Time |  |
| Hotel Info.  | Contact Information while in Japan (hotel, telephone, etc.) |
| **Where do you want to visit and/or what do you like to do and see in Hakone and Odawara?** |
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| **Additional notes, comments** |
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| **Acceptance of OHSGG Guide Policy**  |
| ✔ Yes, I have understood and accepted the OHSGG guide policy. |
| **Permission to post photos on the OHSGG Homepage and OHSGG Facebook page** **(Homepage:** [**http://www.ohsgg.com/index.html**](http://www.ohsgg.com/index.html) **, Facebook:** [**https://www.facebook.com/OdawaraHakoneGuide**](https://www.facebook.com/OdawaraHakoneGuide) **)**(Only photos are posted. No names and no other personal information are disclosed. Please refer to the above Facebook link for detail.) |
| ✔ Accept to post photos. ✔ NOT accept. (Leave either one and delete the other.) |
| **How did you find OHSGG? (Replace the □ mark at your answer to** ✔ or ■.) |
| **□** Web search, **□** Link in other website, **□** From your friends, **□** Review in other website, **□** Others |

This information is ONLY used for the purpose of guide assignment by OHSGG.

\*Guide policy: See the next page

**Guide policy**

*(VOLUNTEER SERVICES)*

1) OHSGG guides volunteer their services and do not hold any special licenses as professional tour guides.

2) OHSGG guides volunteer their time and talents to help guests have the best visit to the area possible with a customized itinerary and various preparations. In return, guests are expected to be considerate and respectful of their guide’s time by responding to communications in a timely fashion and following through with their commitment.

*(EXPENSES)*

Our services are provided free of charge. However, you are requested to pay the actual expenses for the OHSGG guide(s) as listed below:

1) Admission fees to enter temples, shrines, museums, etc. (Note: Most of the facilities in Hakone and Odawara allow the guide to enter free of charge.)

2) Transportation charges during the services.

3) Lunch. (Only when the tour involves lunch time.)

4) Travel expenses for the guide from his/her residence to the place where you meet the guide, and from the location where you end the tour to his/her residence. If you meet the guide at the Odawara station and end the tour at the same place, the estimated amount is from 0 yen to a little over 2,000 yen per day depending on where the assigned guide lives.

5) Other actual tour-related expenses, if any.

*(OTHER CONDITIONS)*

1) Neither OHSGG nor the guides accompanying you are responsible for any injuries, theft, lost and/or damages to possessions that may occur during the services.

2) OHSGG may provide more than 2 guides for a large group.

3) OHSGG does not provide the following tours:

-Night or overnight tours.

-Tours using private or rental cars.

-Tours for commercial purposes, including the tours arranged by travel agencies.

4) The service you request may not be provided if OHSGG cannot find the appropriate guide(s) and/or if you do not accept this guide policy.

5) The information provided in the application will be used by OHSGG only for the purpose of providing the requested guide services.

6) Photos of the guests that are taken during the tour may be used by OHSGG for the purpose of reporting OHSGG activities to OHSGG members and related organizations. OHSGG does not disclose any of these photos to public, such as OHSGG Facebook or OHSGG Website, without separate permission of the guests.

End