



## Tours with Legacy Travel Group

### Making Your Travel Plans . . .

**Prices** All prices are listed on a per person basis. Rates are determined by accommodation occupancy, with “double” = 2 people sharing a room with 1 bed (sometimes 2); “twin” = 2 people sharing a room with 2 beds; “single” = 1 person in a private room, “triple/quad” = 3 or 4 persons sharing a room with 2 beds. For tours involving travel on board a cruise ship, rates will also be determined by cabin grade. Optional additions (like a roomette when traveling by rail) will influence tour package prices as well.

**Standard Inclusions** Unless otherwise specified, tour prices will include: all transportation as listed on itinerary, lodging as listed on itinerary, luggage handling for 1 suitcase per person, tickets/admissions to attractions listed as included, gratuities for local guides, meals listed as included on itinerary, and guidance of a professional tour manager.

**Not Included** Unless otherwise specified, tour prices will NOT include: incidental charges (room service, movies, phone calls, etc), airline baggage fees, optional excursions and associated costs, meals not specifically listed as included on the itinerary, gratuities for non-included features, driver or tour manager gratuity, or travel protection/insurance.

**Travel Customization/Deviations** Occasionally, travelers find it beneficial to make special travel deviations (primarily with air). Our agents will be happy to assist you with these itinerary changes, but please keep in mind that there will be fees associated with this service.

**Scheduled Departure Points** Available pick-up locations for each tour are listed on the main tour brochure. Details on the locations can be found on a separate document, including availability of long term parking. Vehicles left at one of the pick-up points are left there at the owner’s risk. At the time of booking, travelers will be given the opportunity to choose one of the available locations. A reconfirmation of the assigned location and time will be included with final travel documents. You may change to another departure point, but **must** notify our office well ahead of time. If no boardings are scheduled at a departure city, we will not stop.

**Reservations** To assure yourself the best chance for availability, please make reservations as soon as possible. Secure your place on any of our tour departures by contacting us by phone, email, online, or in person at one of our offices. Do not delay, since space is limited.

**Deposits** A deposit is required to finalize a tour reservation. Deposit amounts are different depending on the tour, and can generally be found listed along with tour pricing.

**Final Payment** Unless otherwise specified, balance payments are due:

- approximately 75 days prior to departure for tours that include a cruise portion
- approximately 60 days prior to departure when air travel is included (but no cruise)
- approximately 45 days prior to departure for motorcoach tours (with no air or cruise)

A payment reminder is usually sent out 2 weeks prior to the due date. If any discounts are available, only one discount will be allowed per person and will be applied to the final payment. Reservations may still be accepted after the final payment date if space is available. However, there may be a price increase.

**Reservation Cancellation** If a reservation is cancelled, the following penalties will apply:

120 days or more prior to departure	no penalty
119-75 days prior to departure	deposit forfeited
74-30 days prior to departure	50% of tour price forfeited
29 days or less prior to departure	full price of tour forfeited



**Tour Reservation Request – Legacy Travel Group**

Tour Name \_\_\_\_\_ Departure Date \_\_\_\_\_

Hotel Accommodation:  Single       Double       Twin       Triple       Quad

Cruise Cabin:     Inside                       Oceanview                       Balcony Fwd/Aft       Balcony Mid-ship

# of Travelers In This Booking \_\_\_\_\_ Cost per Person \_\_\_\_\_ Total Billed To Account \_\_\_\_\_

Traveler 1 \_\_\_\_\_ Birthdate \_\_\_\_\_

(Please provide full name as it appears on your photo ID, including middle initial)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Cell \_\_\_\_\_ Other Phone \_\_\_\_\_

Please provide names for others travelling under this reservation (as they appear on photo IDs, including middle initial)

Traveler 2 \_\_\_\_\_ Birthdate \_\_\_\_\_

Traveler 3 \_\_\_\_\_ Birthdate \_\_\_\_\_

Traveler 4 \_\_\_\_\_ Birthdate \_\_\_\_\_

Nicknames (if preferred) \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use - Agent \_\_\_\_\_ Request Date \_\_\_\_\_

Deposit received with reservation \_\_\_\_\_ Payment method \_\_\_\_\_



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### Finalizing Your Reservation . . .

**For guests with special needs** When finalizing your reservation please advise us of any condition or preference requiring special attention. All reasonable efforts will be made to accommodate those needs. **You must have a companion with you if you require personal assistance for routine daily activities.** If you carry oxygen tanks/concentrator, please contact us well in advance for assistance in compliance with federal safety regulations. We ask that you let us know about any food allergies or special dietary restrictions at the time of booking as well.

As part of this reservation I/we submit the following request/notice \_\_\_\_\_

I/we have no special needs or requests

**Activity Levels** In an attempt to help the traveler make good decisions about appropriateness of any given tour in relation to their fitness, we have done our best to assign each departure an activity level. Levels range from 1 to 5, with 5 being the most strenuous. Descriptions of these activity levels are available by request or can be found online. For your benefit and in respect of fellow travelers, please give this careful consideration before registering for a tour.

I/we have been provided with information concerning the activity level assigned to this tour, understand that information, and have determined that it is appropriate for my/our fitness level

**Travel Protection** Travel protection plans help protect your travel investments, your belongings, and most importantly you, from those unforeseen circumstances that may arise before or during a trip. If purchased within 14 days of your initial tour deposit, plans often waive the pre-existing medical condition exclusion, provided you are not disabled from travel at the time your plan payment is made.

I/we have purchased travel protection

I/we understand the consequences of traveling without travel protection, have been offered travel protection by my agent, and have opted to decline all coverage. We understand that we are responsible for any cancellation penalties, and out of pocket expenses incurred or loss caused by trip interruption, missed connection, travel delay, medical emergency, or baggage loss/delay. We will also make our own provision in the event of an emergency while traveling.

**Final Documents** Final travel documents will be provided to all travelers approximately 2 weeks prior to departure. These documents will include: detail concerning pick up and drop off location and times, final itinerary with lodging details, a "before you go" checklist, and any other advice that should help with your final preparations prior to departure as well as information that is likely to enhance the quality of your time while on the tour.

**Identification Required** An increasing number of tours require a valid passport, or at the least a Government issued ID. We have tried to provide guidance for this within each tour's details. If you have questions, please check with your agent concerning each tour's specific requirements. For travel where a passport is required, a copy of your valid passport **must** accompany your final payment.

**Luggage** Unless otherwise specified, luggage handling for 1 suitcase per person with maximum combined dimensions (length, width, height) of less than 62 inches and weighing less than 50 pounds is included. Travelers may also bring a small carry-on, no more than 39 inches combined dimensions. We are not responsible for everyday wear, scratches, etc. on luggage and are not responsible for lost or stolen items.

**Smoking** A no smoking policy applies to travel via air, rail, & motorcoach. On motorcoach tours, occasional short travel breaks will be taken when possible. Please keep in mind that most hotels no longer offer smoking rooms, and penalties are regularly assessed if guests smoke in a non-smoking room.

**Emergency Contact** My/our emergency contact(s) (name, relationship, contact info): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Responsibility** Edgerton Travel and Legacy Tour & Travel act solely in the capacity of agents on behalf of their tour patrons in arranging for transportation, lodging, sightseeing, and other services, and as such are not responsible in whole or in part for any damage or loss of property, delays or missed transportation connections, or accident or injury to person, due to any act or default on the part of any companies or persons engaged in providing transportation, lodging, sightseeing, or other services which are part of our tours.

No revisions of the printed itinerary or its included features are anticipated, however Edgerton Travel and Legacy Tour & Travel expressly reserve the right to withdraw, shorten, or make any change in the tour (including substitution of accommodations or transportation), with or without notice, that may become necessary for any reason (including a National occurrence). If a tour must be shortened, refunds will be based on costs recovered. If group minimum sizes are not met, Edgerton Travel and Legacy Tour & Travel may find it necessary to cancel the tour in its entirety. Rates quoted are based on tariffs and exchange current at time of printing and are subject to changes therein at or before time of final payment. **The right is reserved to decline, to accept, or retain any person as a member of a travel group.**

I/We have read, understand, and agree to all terms and conditions outlined in both this document (“Finalizing Your Reservation”) and the “Making Your Travel Plans” document which was provided earlier.

Traveler 1 (printed name) \_\_\_\_\_ Signature \_\_\_\_\_

Traveler 2 (printed name) \_\_\_\_\_ Signature \_\_\_\_\_

Traveler 3 (printed name) \_\_\_\_\_ Signature \_\_\_\_\_

Traveler 4 (printed name) \_\_\_\_\_ Signature \_\_\_\_\_

Notes: \_\_\_\_\_

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