

PASSENGER RESERVATION FORM



CORPORATE TRAVEL

Divine Mercy Radio: Boston, MA

July 23-27, 2016

The T.S.A. requires that all reservations be in the full name shown on the photo identification provided at check-in (16 years and older). Gender and birth date are also required for all travelers. Most airlines assess a \$25.00 - \$35.00 fee for the first checked piece of luggage. This fee is not included in the package price. Most groups elect to travel with a carry-on only. At this time, there are no fees for one piece of carry-on luggage. Should a carry-on fee be imposed by an airline it would not be included in the tour price. Please check the following website prior to departure to verify luggage fees: <http://www.delta.com>

BOOKING METHODS

Option 1: Online at www.ctscentral.net: Trip Code: 11311 Group Code: 6881 **Automatic & recurring payment set-up is now available**

Option 2: Return this completed form to Corporate Travel Service with cash, check, money order, or credit card information

Initial deposit required by 12/16/15- to confirm reservation

Tour Rates/Person	Quad	Triple	Double	Single
Adult	\$1599.00	\$1679.00	\$1829.00	\$2299.00

Passenger Full Name: _____ (adult signature required below)

Gender: Male Female Birthdate: (Required) ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Home: _____ Cell: _____ Work: _____

Email Address (required): _____

Requested Roommate Full Name: _____ **Note:** if you do not have a roommate, you agree to let Corporate Travel pair you up with another passenger. If none is available, you agree to pay the single occupancy rate

DEPOSIT SCHEDULE

1st Payment: \$350.00 per person due on or before 12/16/15

2nd Payment: \$700.00 per person due on or before 02/24/16

Final Payment: Due no later than 06/08/16

CANCELLATION POLICY

From date of deposit to 02/24/16 \$100.00 penalty per seat

From 02/25/16 - 04/14/16 \$350.00 penalty per seat

From 04/15/16 - 05/24/16 \$800.00 penalty per seat

On or after 05/25/16 **NO REFUND**

\$20.00 LATE FEE APPLIED TO ALL LATE PAYMENTS

CASH, CHECK, OR MONEY ORDER

- Make Checks Payable to: Corporate Travel Service (address below)

Insure proper credit by including traveler's name on the memo line

- \$25 NSF FEE for any returned checks to Corporate Travel

- Online payments only available if initial deposit was made online

Personal checks not accepted after: 06/08/16

CREDIT CARD – full payment only – VISA or MasterCard

Name on Card: _____

Card Type: Visa MC

Card #: _____ Security code: _____

Expiration: _____

Cardholder's Signature: _____

Return this form with deposit to Corporate Travel Service: 23420 Ford Rd. Dearborn Heights, MI 48127, 313.565.8888 ext. 185 or 122

Cancellation Insurance Information: Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit www.travelguard.com. Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

Release: Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every effort will be made to secure a

substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

Terms and Conditions: Photography: CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties. Unused Services: There is no right to a refund for any unused services. Baggage: Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. Participation: Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. Binding Arbitration: Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable. * Please retain a copy of this form for your personal records*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, Release, terms and conditions, and binding arbitration. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature: _____ Date: _____

**Signature required for person listed above. (Parent/Guardian must sign for students)*