

CITY VENTURES

"City Touring in Style"

PRIVATE OVERNIGHT TOUR AGREEMENT

Group: Wheaton Park District

January 26, 2016

Laura Bessey
Wheaton Park District
Wheaton, Illinois 60187

Thank you for booking the "Fall Getaway to Grand Rapids & Holland" overnight group tour with CITY VENTURES. (EIN #36-4242202) Please verify the information below and return the signed tour agreement along with your deposit check of \$500 by **February 26** to secure your reservation. Please make check payable to: **CITY VENTURES, INC.** and mail to 717 S. Scoville Avenue, Oak Park, IL 60304.

Date of Tour: Tuesday, September 27 6:30am – Thursday, September 29, 2016 9:00pm

Number of Minimum Guaranteed Persons: 30

Deposit required: \$500

Departure location: Wheaton Community Center, 1777 S. Blanchard, Wheaton, IL

Destination: Grand Rapids, Holland, Saugatuck, Michigan

Cost: \$655/person Double Occupancy

Single supplement: Add \$135

Rooming list and 1st installment payment for 30 Guaranteed persons due: August 16

Please see schedule of payment due dates below.

1 complimentary ticket for Wheaton Park District escort included.

City Ventures will provide motorcoach transportation.

Your payments for 30 guaranteed persons will be calculated based on the number of single/double occupancy reservations, less the deposit paid. Should registrations exceed 30 persons, the total tour cost will be adjusted accordingly.

CITY VENTURES, INC. tour will include: 2 night's lodging at Country Inn & Suites, Grand Rapids; 6 meals (2 breakfasts at hotel, 2 lunches, 2 dinners), deluxe 56 passenger motorcoach transportation, planning and booking of venues, specially arranged tours as outlined on attached tour summary page, admission and entrance fees, refreshments, personal escorts, snacks on motorcoach, baggage handling, and all tips and gratuities, *including gratuity for motorcoach driver.*

Schedule of payments

1st installment payment due August 16: \$8,000

2nd installment payment due August 30: \$8,000

3rd installment payment due September 13: \$8,000

Balance due September 27 - amount to be calculated on total number of single/doubly occupancy reservations less deposit of \$500 and previous installment payments

Cancellations and Refunds

Group Cancellation: To cancel this tour, notification must be given by **August 16**. \$250 of the deposit of \$500 is refundable if cancellation is made by August 16; \$250 of the deposit is non-refundable. Non-refundable deposits are required to guarantee lunch at the Alpen Rose Restaurant in Holland and dinner reservations in Grand Rapids.

Individual cancellations received 40-31 days prior to departure will be subject to a cancellation charge of 50% of the tour price. Cancellations received between 30-15 days prior to departure will be subject to a cancellation charge of 75% of the tour price. Cancellations received 14 days or fewer prior to departure will be subject to a forfeiture of the entire tour price. Reservations are transferable to another person.

We strongly recommend travel insurance.

Approved _____



Date _____

2/1/16