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## Travel Service Agreement

### Trip Planning/Retainer Fee

- Upon entering the Travel Service Agreement, Daniel's Educational Tours will provide the school/group with an itinerary (subject to \$100 retainer fee).
- Retainer fee is non-refundable. Should the school/group choose to change the itinerary; the school/group is subject to another non-refundable retainer fee.
- The retainer fee paid for an itinerary will be applied to that trip's total amount due. If multiple itineraries/retainer fees have been planned/paid, only the fee paid for that itinerary will be applied to the total amount due.

### Student/Participant Deposits/Payment Installments

- Students/Participants must register, fill out a registration form, and turn in the first deposit by the deadline to ensure placement on the trip. Late registrations are subject to availability. Any late registrations must pay deposit and any other installments that have already been paid.
- The school/group and Daniel's Educational Tours will determine up to three payment installments, or deposits, for overnight trips and up to two for single day trips.
- All trips must be paid in full 30 days before trip departure unless a prior agreement has been made with DET.
- The school/group is responsible for paying Daniel's Educational Tours deposits. All payments will be due either the 1<sup>st</sup> or the 15<sup>th</sup> of the month from students/participants. If student/participant payment is due on the 1<sup>st</sup>, payment will be due to DET by the 15<sup>th</sup>. 15<sup>th</sup> payments will be due to DET on the 1<sup>st</sup> of the following month.

### Trip Details

- You must have at least 45 students/participants registered for the trip to go unless prior arrangements have been made with DET for a smaller number. Buses will be added in increments of 40 students/participants. For example, you must have 45 students/participants on bus one and an additional 40 students for bus two, and so on. If you do not have enough for the additional bus, an additional charge will be incurred to pay for the remaining seats on the bus.
- Complimentary teachers/school faculty/group leaders are based on the group size and will be determined after first deposit.
- Teachers/school faculty/group leaders are housed double occupancy. Teachers/school faculty/group leaders may upgrade to single occupancy by paying a room upgrade charge in addition to any trip costs.
- One administrator will be housed single occupancy at the rate of \$100 in addition to any trip costs. (Based on 2 nights stay in hotel. Will be more if stay exceeds 2 nights.)
- Students/participants are housed quad occupancy.

Initials: \_\_\_\_\_

School/Group Name: \_\_\_\_\_

- Parents/chaperones pay the same amount as students unless there is an additional charge at any of the venues on the itinerary. If so, there will be an upcharge equal to the amount being charged by said venue(s). Housing for parents/chaperones is based on quad occupancy. Additional upgrades for triple, double, or single occupancy can be arranged based on hotel pricing and availability.
- Any event not outlined in the itinerary that requires transportation is the responsibility of the school/lead teacher/group leader (personal vehicle, taxi, etc.).
- Thirty days prior to the trip, no additions or changes can be made to the numbers and/or names of students/participants attending.
- All teachers/chaperones/group leaders are expected to stay with the group at all times (for example: students/participants are on hotel property, teachers/chaperones/group leaders must remain on hotel property.)
- On occasion, the hotels we book for overnight trips have restaurants and/or bars on property or sell alcoholic beverages at the hotel snack bar. At no time while you are a registered participant (teacher or chaperone) of a Daniel's Educational Tours trip supervising the wellbeing of students will you partake of alcoholic beverages. If at any time this happens, person(s) involved will be ask to immediately leave the group and not be allowed to participate in any other group activities or stay in blocked rooms with the group. NO REFUND will be issued under these circumstances and person(s) will be responsible for the cost of transportation home from location.
- We also ask that you treat this trip as you would an event on school property and refrain from the use of tobacco products.
- No one should order any outside food without permission from the school personnel on the trip that is responsible for the group.
- The bus company only allows water/sports drinks in plastic bottles with screw on lids. No other drinks of any kind are allowed on the bus at any time. Energy drinks are not allowed at any time while on the trip. All soft drinks/coffee must be finished before entering the bus. No dairy products are allowed on the bus at any time – this includes milk, yogurt, ice cream, milk shakes, etc.

### **Cancellations/Refunds**

- **The initial student/participant deposit is non-refundable.**
- Cancellations made prior to 45 days of the departure will be refunded the total amount paid minus the initial deposit.
- Cancellations made within 45 days of the departure date will be subject to review. Documentation should accompany cancellations (for example: doctor excuse, documentation of family emergency, etc.) whenever appropriate.
- Refunds within 45 days of the departure date will not be made until after the completion of the trip and after all expenses have been deducted (within 60 days).
- There will be no refund for “No Shows” on the date of the trip unless there are extenuating circumstances and documentation must be provided. If documentation is provided, then refund will fall into the “Refund within 45 days” category.

School/Group Name: \_\_\_\_\_

Signature of School/Group Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Daniel's Representative \_\_\_\_\_ Date \_\_\_\_\_



In order to make your trip the best experience ever we need to be made aware of any and all special needs of the participants. For example: person in wheelchair; food allergies; etc.

Please fill in the form below so we will have record in your file of these needs when we are making the arrangements for your trip. **PLEASE NOTE IF ANYTHING CHANGES BETWEEN THE TIME YOU RETURN THIS FORM AND YOUR TRIP DATE IT IS YOUR RESPONSIBILITY TO NOTIFY DANIEL'S EDUCATIONAL TOURS IN WRITING AS SOON AS YOU FIND OUT ABOUT THE NEED.** If Daniel's Educational Tours is not notified prior to 48 hours of trip departure, no guarantee can be made that the participant can be accommodated. Daniel's Educational Tours will make every effort to accommodate all special needs if we are notified within the 48 hour window.

- My group does not have any special needs at this time. I understand if this changes that I am to notify Daniel's Educational Tours in writing immediately.
  
- My group does have special needs and they are listed below. I understand if this changes that I am to notify Daniel's Educational Tours in writing immediately.

School/Group Name: \_\_\_\_\_

Lead Teacher/Responsible Party Signature \_\_\_\_\_ Date: \_\_\_\_\_

Special needs: (use back if necessary)