



162 Middle Street • Pawtucket, RI • 02860  
Phone: 1-800-852-5655 • Fax: 1-888-722-7307  
Email: groupsales@GoCollette.com

Thursday, August 29, 2019

**CONFIDENTIAL**  
**Group Reservation Confirmation Letter**

Thank you for choosing Collette.  
We sincerely appreciate your business.  
Tour: America's Music Cities Holiday featuring New Orleans, Memphis & Nashville  
Departing: Sunday, December 13, 2020

Please carefully review this letter as your confirmation for travel. Included below is a summary of your departure date, destination, group reservation number, and financial terms. Please initial and sign this confirmation form and return to Collette. Please keep a copy for your records.

Waubensee Community College  
4S783 State Route 47  
SUGAR GROVE, IL 60554-9448  
Attn: Barb Jachna  
Phone: (630) 466-5750

Group Reservation Number 958249  
Business Development Manager M8 – Patrick Kinsella  
Currency Code USD

<b>Deposit Amount</b>	<b>A deposit of \$500 per person is due upon reservation.</b>
Final Payment Due	Oct 14, 2020
Departure Gateway	OHare Intl Airport
Number of Seats Held	32
Seat Reduction Date	Jun 12, 2020

Base per person Rates: **Double \$3,449**; Single \$4,399; Triple \$3,399 \* (see terms)  
(Base Rates include the following components. Items with double asterisk (\*\*)) are not included in the above rates)  
(Rates and components are based on a group of 10 or more, unless otherwise noted)

Start Date	End Date	Item	Price	Commission %
		Offer: Per Person from ORD, valid till Jun 12, 2020	-\$100	10
Dec 13, 2020	Dec 20, 2020	America's Music Cities Holiday	<b>Double \$2,849</b>	<b>10</b>
			Single \$3,799	10
			Triple \$2,799	10
Dec 13, 2020	Dec 13, 2020	Arrival Transfer - Air Inclusive	Included	0
Dec 13, 2020	Dec 13, 2020	Hometown Transfer (within 100)	Included	0
Dec 13, 2020	Dec 13, 2020	Airfare - OHare Intl Airport (ORD)	* \$550	10
Dec 13, 2020	Dec 13, 2020	Air taxes and fees	\$50	0
Dec 13, 2020	Dec 13, 2020	Land & Air Travel Protection Plan and Travel Domestic 6 Days or More	\$299 **	10
Dec 20, 2020	Dec 20, 2020	Departure Transfer - Air Inclusive	Included	0
Dec 20, 2020	Dec 20, 2020	Hometown Transfer (within 100)	Included	0

Commission payable to Waubensee Community College

**IMPORTANT CONDITIONS:** Your price is subject to increase prior to the time you make full payment. Your price is not subject to increase after you make full payment, except for charges resulting from increases in government-imposed taxes or fees. Once deposited, you have 7 days to send us written consumer consent or withdraw consent and receive a full refund. (See registration form for consent.)

**Collette's Flagship:** Collette's tours open the door to a world of amazing destinations. Marvel at must-see sights, sample regional cuisine, stay in centrally located hotels and connect with new and captivating cultures. These itineraries offer an inspiring and easy way to experience the world, where an expert guide takes care of all the details.

Initial 

### GROUP AIR CONFIRMATION

We have confirmed 32 air seats at \$600 per person for your group.

Names are due by Jun 12, 2020 and additional request after this date will be subject to availability at time of booking.

Please review and sign acceptance of schedule and terms. \_\_\_\_\_ Date: \_\_\_\_\_

### TERMS

#### Air

- Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.
- Air rates, schedules, taxes and fees are subject to change until passengers have paid in full.
- If air is cancelled within 120 days of departure, penalties may apply (see Cancellation Charges below). Name changes are subject to penalties within this time period. If Travel Protection Plans have not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full.
- Groups who purchase Collette Air will receive **complimentary hotel transfers** on the scheduled day of arrival and departure, including pre or post stays.
- If Elite Air has been purchased (Premium Economy, Business or First class), it may only apply for the international portion of the journey only. Refer to your air itinerary for details.

#### Air Charges \*

- **\*Airfare:** For your convenience, we offer airfare for purchase with all vacation packages. If you purchase an air inclusive program, your airfare will be quoted inclusive of all fuel, taxes and fees. Your rates are subject to change until paid in full. Preassigned seats are limited and may not be available on every flight or departure date.

**Checked Baggage Charges:** Some airlines may impose additional charges if you choose to check any baggage. Please contact your airline or refer to its website for detailed information regarding your airline's checked baggage policies. **Deposits and Names**

- A per person deposit is due with passenger names
- Should your clients decide to purchase our Travel Protection plan they must do so at time of booking
- Payment of a per person Travel Protection plan fee guarantees a full refund of all payments (including deposit) except for the Travel Protection plan fee itself, in case of cancellation of travel plans for any reason prior to the day of departure.
- **All names submitted to Collette must appear exactly as shown on passengers' passports.**
- Any name changes are subject to penalty.

#### Pre-Sold Options/Pre-Post Hotels/Extensions

- 5% commission is paid on pre-sold options. (Some options may be non-commissionable.)
- Options purchased on tour are non-commissionable.
- Extension commission will match land commission
- 10% commission is paid on pre or post hotels.

#### Revision Fees

- A handling fee of \$25.00 per transaction will be assessed for any change or revision made to a reservation.
- A change of departure date within 11 months of departure will be treated as a cancellation, and cancellation charges will apply: <http://www.gocollette.com/about-collette/terms-and-conditions>

If flight changes or flight cancellations are requested, revision fees or airline cancellation fees will apply. **Seat Reductions**

- On the seat reduction date, your group space will be reduced to the number of seats under deposit with names.

#### Triple Rooms

- Triple rooms are normally a standard double room with 2 beds. A cot or rollaway bed may be requested but not guaranteed due to size of room and fire codes.

**If you have not purchased waivers, and you need to cancel for any reason prior to the day of departure, the Cancellation Fees are as follows:**

**Cancellation Charges for this tour:** After your seat reduction date has passed, a non-refundable deposit will be retained. For Cancellation between 60-16 days prior to departure: cancellation fee of 30% of total price. For cancellation between 15-1 days prior to departure: cancellation fee of 50% of total price. For cancellation on the day of departure and after: 100% of total price. For Ocean Cruises: For cancellation between 90-61 days prior to departure: cancellation fee of 35% of total price. For cancellation between 60-31 days prior to departure: 60% of total price. 30 or fewer days prior to departure: 100% of total price. For River Cruises: including Europe, Russia, Egypt and China, 90-61 days prior to departure: cancellation fee of 50% of total price. For cancellation between 60-31 days prior to departure: cancellation fee of 85% of total price. For cancellation 30 or fewer days prior to departure: cancellation fee of 100% of total price. For Galapagos and Antarctica: A cancellation fee of 60% will apply for cancellation between 120-90 days prior to departure; A cancellation charge of 100% will apply for cancellation less than 90 days prior to departure. Cancellation protection is highly recommended and must be purchased at time of deposit. Air rates are subject to change until tour is paid in full. If Travel Protection Plan has not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full. Cancellation charges also apply to reservations made for "pre" and "post" night accommodations. Payment of a Per Person Travel Protection Plan Fee guarantees a full refund of all payments (including deposit), except the Travel Protection Plan Fee itself, made to Collette for travel arrangements in case of cancellation of your travel plans for any reason prior to the day of departure. The Travel Protection Plan Fee with Air only covers airline tickets you have purchased from Collette. Exception: If you originally purchased nonrefundable airline tickets, Part B of the Travel Protection Plan may provide a refund for the airline tickets, taxes, or fees in the event of a cancellation for a covered reason (see Part B for more details). The Travel Protection Plan Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. However, the Part B travel insurance includes a single supplement benefit of \$1,000 for certain covered reasons as detailed in Part B. In this case, the single supplement will be deducted from the refund of the person who cancels. Division of this charge between the two passengers involved is solely their responsibility. If insufficient funds are deducted from the canceling client, the traveling client will be charged the remaining portion of the single supplement. Cancellation waiver protects you from penalties in the event you have a need to cancel your entire inclusive tour package up to the day prior to departure. Cancellation waiver does not indemnify you from penalties if you chose to cancel partial tour components or air. If you chose to partially cancel your vacation, you will be responsible for a revision fee as well as any penalties that are incurred at the time of the cancellation. Upon cancellation of transportation or travel services where you, the customer, are not at fault and have not canceled in violation of the terms and conditions above, you will be refunded 100%. Please see your sales agent for more information, or review our brochure for details.

#### FORUM SELECTION AND CHOICE OF LAW:

This Agreement shall be governed and interpreted pursuant to the laws of the State of Rhode Island by mutual agreement of the parties hereto and the Federal and State Courts in Rhode Island shall have exclusive and sole jurisdiction over any dispute, controversy or suit arising relative to this Agreement.

If any information is not correct, please notify us within 24 hours.

This document contains confidential information and is intended only for the individual or organization named. If you are not the named addressee you should not disseminate, distribute or copy this document. Please notify the sender immediately if you have received this by mistake and delete if electronically received.

Please send payment to:

Collette  
Attn: Accounts Receivable  
162 Middle Street  
Pawtucket RI, 02860  
Fax: 1-401-727-9014

Initial K.L.