

*Travel By Bridget, LLC*

**P.O Box 314**

**Knox, IN 46534**

**574-806-1799**

## **Reservation Request Form**

**A reservation request form is required for each individual or couple traveling**

### **Motorcoach Bus Tours**

**Trip Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Cell phone number** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Emergency Contact for multi day trips** \_\_\_\_\_

**Deposit amount enclosed** \_\_\_\_\_

**Pick up point: Knox** \_\_\_ **Plymouth** \_\_\_

**Complete for multi day trips**

**Rooming:**

**Single** \_\_\_\_\_

**Double** \_\_\_\_\_

**Triple** \_\_\_\_\_

**Quad** \_\_\_\_\_

**Please list person or persons you are rooming with**

\_\_\_\_\_

**Deposits:** Deposits are accepted on multi day trips only and are due within 10 days of reservation to save your seat. Unless otherwise specified a \$100 will serve as a down payment on a trip with 50% of balance due 65 days prior to departure and final payment due 45 days prior to departure at PO Box 314, Knox, In 46534.

Day trips require 100% payment within 10 days of reservation unless otherwise permitted.

**Cancellations:** One day tours and multi day tours require a 31-60 day notice in writing to receive a full refund less any supplier penalties. **There are no refunds within 30 days of a trip.** If you need to cancel a trip, please call me or email [travelbybridgetllc@gmail.com](mailto:travelbybridgetllc@gmail.com).

Cancellation refunds for cruises will be based on suppliers (including but not limited to airlines, cruise line and hotel policies.)

We strongly recommend travel insurance on multi day trips. All guests will be required to accept or decline travel insurance in writing.

Please check here for a quote on travel insurance \_\_\_\_\_ Dates of birth\_\_\_\_\_

Please check here to decline a quote for travel insurance\_\_\_\_\_

Travel insurance must be purchased within 7 days of deposit to receive coverage for pre existing conditions.

**Itineraries:** Your itineraries will be mailed 30 days prior to departure unless otherwise stated on promotional flyers.

**Pick up Points:**

**Knox-** Our Redeemer Lutheran Church of Knox, 1600 S Heaton Street, Knox, In 46534.

**Plymouth-**The old K-Mart Parking lot

**Responsibility:** Please read and sign

Tours are operated by Travel By Bridget, LLC, PO Box 314, Knox, In 46534. Travel By Bridget, LLC is a tour operator and acts only as an agent for tour guests in arranging hotels, cruises, transportation, venues, admission and sight seeing. Travel By Bridget, LLC reserves the right to make changes to the itinerary and is not responsible to any person for expenses, loss of time or money or other circumstances resulting from a change of itinerary.

By signing this form you are giving consent to be photographed for marketing purposes which may include both social media and print. If you do not wish to be photographed, please notify me in writing and attach request to this form. (Please step out of group pictures if you don't want to be photographed.)

Travel By Bridget, LLC reserves the right to send a substitute guide in the event of illness or other unforeseen circumstance.

Travel By Bridget, LLC reserves the right to cancel tours at it's discretion due to lack of sign ups or other unforeseen circumstances and in this case all guests will receive a full refund.

Travel By Bridget is not responsible for any illness or injury that occurs while on a trip. By signing below you agree that you understand that Covid-19 as well as other illnesses are prevalent today and you agree to hold Travel By Bridget harmless for any illness or injury or related costs that should occur on a trip.

**Travel By Bridget, LLC and Our Redeemer Lutheran Church of Knox are not responsible for loss or damage to vehicles or personal property while parked when on a trip or loss to personal property or injuries while parking, boarding or on a trip.**

**Signature of guest** \_\_\_\_\_