

ITINERARY FOR NYC THEATRE TOUR

April 4-9, 2017

TOUR INCLUDES

- Round trip group airfare from Portland International Airport to New York City, NY.
- Five (5) nights at a 4+ star hotel in the theatre district.
- Daily breakfast, five (5) meals and three (3) wine, beer and appetizer receptions.
- Tickets to five (5) theatre performances.
- A pre-tour meet and greet held at Artists Repertory Theatre.
- Discussions with artists, directors and playwrights.
- Participation of Artist's Repertory Theatre Artistic Director, Damaso Rodriguez and his wife, actor Sara Hennessy.
- All taxes, tips, admissions and service charges for all included program features.



TOUR COSTS

\$4,000 per person (double occupancy)
\$4,450 per person (single occupancy)

Payable by check or credit card.

Reservations and Payment Schedules:

Due upon registration	First half of payment
January 16, 2017	Second half of payment

Reservations will be processed and dated in order of receipt.

Reservation must be received no later than **December 23, 2016** to hold space on the tour.

Tour price may be higher for reservations received after **December 23, 2016**.

While every effort will be made to keep the tour price as quoted, Artist's Rep reserves the right to increase the price due to extreme fluctuations or airline increases.

Cancellation Charges:

Cancellations Received:	Cancellation Charge:
From deposit to December 23	\$150
From December 23 to January 16	50% of tour cost
January 16 to departure	No refund

All cancellations must be made in writing.

Rates are based on group participation and it is understood and agreed that once the tour has started there will be **no refund for unused portions of the tour for any reason.**

ITINERARY FOR NYC THEATRE TOUR

April 4-9, 2017

RESERVATION FORM

Please note: Friends traveling together but who have different home addresses and/or contact information should fill out separate forms.

Traveler #1

Name (as it reads on your identification):

Date of birth: _____

I will require a single room _____

I will be rooming with _____

Dietary or mobility restrictions:

Traveler #2

Name (as it reads on your identification):

Date of birth: _____

I will require a single room _____

I will be rooming with _____

Dietary or mobility restrictions:

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____

Business Telephone: _____

Mobile Telephone: _____

Email: _____

Preferred Method of Communication

All communications about trip details will be sent to the group via email. If you require another method of communication, please state your preference below.

IMPORTANT INFORMATION

Emergency Contact Info

Name: _____

Relationship to you: _____

Phone number(s): _____

Email address: _____

Special Requests

Though we cannot make guarantees, we will do our best to accommodate your requests.

Special Requests: _____

Enclosed is a deposit of **one half of the tour cost**

(\$2,000 for double occupancy/ \$2,225 for single occupancy) due

by **December 23, 2016.**

I/We have read all of the tour conditions and agree to their terms.
(All travelers must sign.)

Signature: _____

Date: _____

Signature: _____

Date: _____

Please return this reservation form with your deposit made payable to:

Artists Repertory Theatre
Attention: Sarah Taylor
1515 SW Morrison St
Portland, OR 97205

Questions:

Call Sara Hennessy at 213-308-5313 or email her at sarajhennessy@gmail.com.

ITINERARY FOR NYC THEATRE TOUR

April 4-9, 2017

TRIP DETAILS

Airfare:

Airfare is based on round-trip economy class air from Portland International Airport to NYC. Each traveler is responsible for checked baggage fees.

Group Size:

Minimum group size is 16 paid participants. Tour will not operate with less than this number. Maximum tour size is 23.

Documents Required: Valid photo identification.

Not included:

Unless specified, meals and beverages are not included, along with personal incidentals such as extra baggage, in-room internet service, mini bar, telephone calls and laundry. Personal items charged to your room must be settled at checkout time.

Insurance:

Trip cancellation insurance is highly recommended to protect the participant against cancellation charges due to illness. If interested, please inquire for more information on how to obtain trip cancellation insurance.

Liability:

Artists Repertory Theatre assumes no responsibility or liability in connection with the services of any train, vessel, carriage, aircraft or other conveyance that may be used wholly or in part in the performance of their duty to travelers; neither will they be responsible for any act, error, or omission or for any injury, loss, accident, delay or irregularity that may be occasioned by reason of any proprietor, or for any other person engaged in carrying out the purpose for which tickets or coupons are issued. The organization reserves the right to decline to accept or retain any traveler as a member of the tour at any time. In the event it becomes necessary or advisable for the comfort or well-being of the travelers, for any reason whatsoever, to alter the itinerary or arrangements, such alterations may be made without penalty to the tour operators. Additional expenses, if any, shall be borne by the traveler. The sole responsibility of any airline used in the tour is limited to that set out on the traveler contract evidenced by the ticket. Any carrier used is not responsible for any act, omission or event during the time travelers are not aboard their planes or conveyances. Similar responsibilities as noted above apply to all types of carriers.

Alterations to trip details:

Due to unforeseen circumstances, some of the details of the trip may change as we approach the tour date. Examples include, but are not limited to changes in plays or theatres visited and hotel or airline changes. These alterations will be made only when absolutely necessary. They will be communicated promptly and you will be provided an alternative.