



WASHINGTON, D.C

A city your child has read about and seen in pictures from the time they entered school. However, no written word or picture can have the learning potential of actually visiting this historic city.

Dear FC Reed Students and Parents:

This year we will be offering a trip to Williamsburg and Washington, D.C. for seventh and eighth grade students. Classic Tours of Auburn will be making the arrangements for us. This is a school-sponsored tour and, as such, all school rules will apply during the trip. We will be chaperoning this trip along with other adults as needed.

We will depart from FC Reed Middle School the evening of Thursday, April 23, via motor coach. We will travel to Washington by way of Williamsburg and arrive at our hotel Friday evening. We will leave Washington the evening of Sunday, April 26, and arrive back at FC Reed Middle School early the next morning, Monday, April 27.

Our meals will be at large food courts and buffet style restaurants. All meals are included.

The student cost is \$784.00 per student and includes transportation, accommodations for two nights (quad occupancy), nine meals, sightseeing and admissions, evening activities and accident insurance (\$2500.00). Adult prices are as follows: Quad occupancy: \$806.00; triple occupancy: \$834.00; double occupancy: \$890.00; single occupancy: \$1,059.00. **Requested occupancy is not guaranteed and depends on the number of adults attending.** These prices are based on a minimum of 35 participants per motor coach. If the number signed up for the trip falls below the minimum, an adjustment will have to be made in the trip cost or in the trip itself.

Highlights of our trip will include a tour of the Williamsburg, Jamestown and Yorktown Settlements; a night tour of the memorials; visits to Arlington National Cemetery and Mount Vernon in Virginia; an evening at an interactive dinner theatre; time in the Smithsonian Institute museum complex and much more.

We are confident that a visit to Williamsburg and Washington, D.C. will provide a unique learning experience, as well as a valuable insight into our nation's history and government. If you have questions not answered by this letter please feel free to contact us at school.

To make reservations, complete the bottom of this form, detach and mail in the envelope provided with your \$250.00 deposit to Classic Tours, Inc., 3714 CR 40A, Auburn, Indiana 46706. **Please make all checks payable to Classic Tours, Inc.**

Deadline for receipt of deposit is **NOVEMBER 1, 2019**. Payments may be made at any time with the final payment due **MARCH 10, 2020**. We recommend that you make reservations as soon as possible. **THE NUMBER OF RESERVATIONS ACCEPTED IS LIMITED BY BUS SIZE AND WILL BE BASED ON THE DATE DEPOSITS ARE POSTMARKED. IF THE BUS FILLS, WE WILL TAKE 6 ADULT CHAPERONS AND 40 STUDENTS. YOU MUST BE REGISTERED TO PARTICIPATE IN THE FUNDRAISERS.**

Sincerely,
Lacy Payne & Todd Mulligan

(detach)

Please print

FC REED - WASHINGTON, D.C. – 2020

Please check Student Adult (Adults only—requested occupancy – Quad Triple Double Single Requested occupancy is not guaranteed. Securing roommates is your responsibility and notification to Classic Tours is required

Name _____

Address _____ City _____ State _____ Zip _____

Parent's/Guardian's name _____

Email(trip use only) _____ Phone () _____

I have read and understand the paragraphs in regard to Classic Tours, Inc. responsibility, cancellation policy and returned check fee located on reverse.

Parent/Guardian/Adult participant signature

RETURN THIS FORM ALONG WITH YOUR CHECK OR MONEY ORDER TO CLASSIC TOURS

PLEASE SEE REVERSE FOR CREDIT CARD PAYMENT

Classic Tours, Inc. of Auburn, Indiana, the Tour Operator, its agents or employees, act as agents for passengers in all matters pertaining to transportation, admissions, hotel accommodations, meal arrangements, and sightseeing. Therefore, as agents they accept no responsibility in whole or in part for any delays, change of schedule or condition caused thereby, loss of or damage to baggage or any article belonging to the passenger, injuries to person or for any expenses of any kind or nature arising from any type of service booked through Classic Tours, Inc. The Tour Operator retains the right to cancel any trip without notice and in the event of unavailability to substitute hotels in similar categories.

➔ **A billing statement will be sent to each tour participant prior to departure. It will include notice of any balance due; name, address and telephone number of the hotel; general information covering luggage and dress; information regarding roommate selection; and a health information form and student responsibility agreement. Payments may be made at any time. Please include the students name and school name with any correspondence. There is a \$15.00 return check fee.**

CANCELLATION POLICY

If you find it necessary to cancel a reservation you need to notify BOTH Classic Tours, Inc. and the school. Although you may cancel by calling Classic Tours, Inc., a refund will be made only after written notice of cancellation has been received. Receipt of deposit and/or reservation form initiates the cancellation policy schedule.

SCHEDULE:

1. Until reservation and deposit due date - Lose nothing; full refund
2. From deposit due date until 30 days prior to departure - Lose \$50 + any non-recoverable amounts.
3. 30 days or less prior to departure - Lose \$100 + any non-recoverable amounts.

(Non-recoverable amounts may include but are not limited to: hotel cost, meal cost, and admission tickets.)

THE ABOVE SCHEDULE APPLIES TO INDIVIDUAL CANCELLATIONS MADE BY PARENTS/GUARDIAN, TRIP SPONSOR OR SCHOOL AND GROUP CANCELLATIONS MADE BY CLASSIC TOURS, THE TRIP SPONSOR OR SCHOOL.

We do not have on-line registration. Registration/deposits cannot be taken over the phone, however, final and additional payments may be done by phone.

For copies of this and other forms for your school please visit ClassicTours.org and select "Find your School".

TO PAY BY CREDIT CARD PLEASE FILL OUT THE INFORMATION BELOW

Please print
Name _____
AS IT APPEARS ON CARD

Billing address _____

City _____ State _____ Zip _____

Card type: Visa MasterCard Discover

Card number |_____|_|_|_|_|_| - |_____|_|_|_|_|_| - |_____|_|_|_|_|_| - |_____|_|_|_|_|_|

Security code |_____|_|_|_|
Located on reverse

Expiration date |_____|_|_|/|_____|_|_|
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Amount to charge |_____|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| | Signature _____