

To Book Online: [www.ctscentral.net](http://www.ctscentral.net); Trip Code: 9701 Group Code: 5361

## PASSENGER RESERVATION FORM

Our Laky of the Lakes Catholic School - Chicago, IL -- May 10-11, 2012

(This form must be completed and signed and returned along with deposit to secure reservation)

Tour Prices (per person)	Student Rates:	Quad: \$335.00
(Please check one)	Adult Rates:	Double: \$395.00 Single: \$425.00
Passenger Full Name:	Adult Signature required below.	
You are a: Male Female	Birthdate: (Required) ____/____/____	
Address:	Phone: Home Work/Cell	
City:	State: Zip:	
Parent Email Address (required):	* Email To Be Used for Reminders Only	

To Reserve Your Seat, Initial Deposit must be received by December 2, 2011

\$20.00 Late Fee Applied to All Late Payments

Cash, check or money order is accepted. To insure proper credit please include the traveler's name on the memo line of all checks.

Deposit Schedule	Cancellation Policy
Initial Deposit of \$75.00 is due on 12/02/11 2nd Deposit of \$125.00 is due on 01/27/12  Final payment* due on 03/19/12	Prior to 90 days before departure - \$25.00 administrative fee From 89-60 days prior - \$50.00 penalty per person From 59-45 days prior - \$150.00 penalty per person Cancellations received after March 23, 2012 - NO REFUND

\*Final payment based on rooming list submitted by school. Personal checks not accepted after March 23, 2012

Make Checks Payable to: Corporate Travel Service

Return This Form With Deposit To : Corporate Travel Service 23420 Ford Rd. Dearborn Heights, MI 48127 (313)565-8888 ext 122

Subsequent deposits can only be made online if the passenger's initial deposit was made online

Corporate Travel accepts Mastercard or VISA for FULL PAYMENT only:	Expiration
CC#:	Date: ____/____/____
Cardholder's Signature:	Three Digit Security Code from back of card: _____

**Cancellation Insurance Information:** Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit [www.travelguard.com](http://www.travelguard.com). Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

**Liability:** Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any person or entity it does not own or control, nor for any act or inaction of any other third party not under its control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as an airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks by animals, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

**Terms and Conditions: Photography:** Corporate Travel Service may take photographs or film of its trips and trip participants, and participant grants Corporate Travel Service express permission to do so and for Corporate Travel Service to use such for promotional or commercial use. **Unused Services:** There is no right to a refund for any unused services. **Baggage:** Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. **Participation:** Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. **Binding Arbitration:** Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable.

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, liability, terms and conditions. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature _____	Date _____
*Signature Required for person listed above. (Parent/Guardian must sign for students)	

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

