



## CANCELLATION/LATE/REVISION POLICY FORM

FAX OR EMAIL THE SIGN FORM TO OUR OFFICE

FAX: 215-261-7082 or EMAIL: [tracy@rich-events.net](mailto:tracy@rich-events.net)

PLEASE READ BEFORE SIGNING!

### **Cancellation Fee**

Rich Events will charge a fee of \$100.00 for all canceled vacation packages. This fee is not covered under any purchased travel insurance and is separate from charges incurred from the airline, hotel or cruise line due to cancellation. If the owed fees are not paid to Rich Events, we will automatically charge the credit card on file for the owed amount.

### **Reservation Revision Fee**

Reservation revisions such as name changes, adding additional travelers to a reservation after the initial deposit or the transfer of a reservation will be subjected to a fee of \$50.00 per change plus any additional airline and hotel cost.

**\*Airfare is non-refundable after booking.**

### **Late Payment Fee**

Reservations paid after the initial deposit or final payment date will be charged a fee of \$30.00pp. The late fee is not applied to your reservation and does not reduce the amount of your balance. Final payments that are 7 days past the final payment due date will automatically be cancelled with **no refunds**.

Please sign below, your signature indicates that you have read the above statement, and agree to pay any fees owed to Rich Events Event Planning & Travel due to cancellation, late or revisions.

\_\_\_\_\_  
CUSTOMER NAME (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CUSTOMER NAME (SIGNATURE)