



**RICH EVENTS GROUP RESERVATION TERMS & CONDITIONS**  
**PLEASE SIGN BELOW AND FAX OR EMAIL THE FORM BACK TO RICH EVENTS**  
**215-261-7082 FAX**

Your signature below signifies your acceptance of our agency reservation Terms and Conditions.

You are required to register your name as it appears on your Passport along with your date of birth when making your reservation.

Roommates are required to make their initial deposit together. A double occupancy room will have up until 3 days from the date of the lead passenger deposit to make his/her deposit. If payment is not received within 3 days of the lead passenger, the additional guest(s) will incur a \$50.00 reservation revision fee.

All guest(s) on the reservation must be up to date with his/her payments.

All payments to Rich Events are non-refundable and non-transferable. This is because Rich Events has contractual agreements with cruise lines, hotels, airlines and other vendors that will not allow us to obtain any refunds. This way we can keep our package prices low and allow you to make monthly payments.

Monthly payments are required to keep reservations current. Our agency processes payments on the 15th and 30th of each month, unless you are enrolled in our Automatic Billing Plan, you can select either date to make your payment. Payments made after the 30th will incur a \$35.00 late payment fee.

Passports are required to be valid for at least 6 months after the date of travel. Some countries require a full blank "VISA" page in the passport for stamping purposes. Any information provided on travel description pertains to US citizens only. Non-US citizens should check the respective consulate of the country to be visited for current entry requirements.

Name changes or additions are allowed up until the final payment date and \$150.00 after the final date.

Please contact Rich Events of missed payment or cancellation in writing. If no contact is made within 7 days of the missed payment Rich Events will assume that you have canceled your reservation and no refunds will be issued.

If cancellation occurs and the occupancy of the room falls below the initial occupancy, payments must be paid to satisfy the adjusted room rate. Any new guest added to reservation will have to make all scheduled payments up to date in addition to the Reservation Revision Fee of \$50.00.

Missing a vacation is bad enough. Losing the money you paid for your vacation is even worse. Therefore we recommend travel protection that helps provide coverage for Trip Cancellation, Interruption, Baggage Loss or Delay, Medical Expense and more. Your current medical insurance does not cover any medical issues you may incur during international travel.

**Cancellation Fee**

Rich Events will charge a fee of \$100.00pp 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 \$55.00 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 \$50.00pp. 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 canceled 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 due to cancellation, late payments or reservation revisions.

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

\_\_\_\_\_  
DATE

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