

TERMS AND CONDITIONS:

ACCOMMODATIONS: A "single" reservation means **single accommodations at the hotels and does not imply a double seat on the coach.** Triple accommodations at the hotel will be two beds only and does not cover the cost of a roll-away bed. Special requests, king beds, adjoining or connecting rooms, are forwarded to the hotel, however they **cannot be guaranteed.**

CANCELLATION AND REFUND POLICY: Leisure Time understands there may be unforeseen conditions which arise that make it necessary to cancel your reservation. However, this cancellation policy will be strictly enforced unless otherwise indicated. (1) **There will be a \$10 cancellation fee withheld on all cancellations (covers postage, processing and telephone expenses).** (2) **On day tours, if you cancel 0 - 35 days before departure, no refund will be given unless you can provide a replacement. On overnight tours, if you cancel 0 - 65 days before departure, no refund will be given unless you can provide a replacement.** Travel Protection fees are non-refundable and non-transferable. (3) No refunds will be made for no shows. (4) No refunds are given for meals, shows, etc. for which individuals do not participate. (5) Cancellation Travel Protection is available and can be purchased through the Leisure Time office. **Travel Protection Policies must be paid when you pay your trip deposit.** Travel Protection Policies are NOT refundable. **DISCLAIMER: MASKS AND/OR FACE SHIELDS ARE NOT REQUIRED AT THIS TIME. IF A FEDERAL MANDATE IS ACTIVATED, WE WILL HAVE MANDATORY FACE MASKS ON THE MOTORCOACHES.** In compliance with the Americans With Disabilities Act, Leisure Time will make reasonable efforts to accommodate the special needs of tour participants. Any physical and/or mental disability requiring special attention or treatment must be reported **when reservations are made** on any tour. **A traveling companion who will assist this person must accompany any person who cannot travel independently or would need special assistance.** Neither Leisure Time personnel nor its suppliers may physically lift or assist clients, onto transportation vehicles. (Only exception: on our wheelchair-equipped motorcoach, the driver will load and unload wheelchair bound passengers.)

Leisure Time reserves the right to revoke acceptance of any passenger whose mental or physical deficiencies or disabilities or dietary requirements add to the tour operator or tour manager's responsibilities. **CHARTER SERVICE IS AVAILABLE:** Leisure Time Charters and Tours has the pleasure of providing charter services as well as tours. We own our own fleet of deluxe motorcoaches, including 28; 55 and 56 passenger coaches. Safety is of utmost importance both in vehicle maintenance and staff training.

CLOTHING: We recommend traveling light --lightweight, casual, wash and wear clothing, comfortable walking shoes (not new ones and no opened-toed shoes), a sweater or

jacket to use on the coach, alarm clock, umbrella or raincoat and perhaps a swimming suit. Dressy clothes are necessary for special shows, events or special occasions only when noted in the itinerary or confirmation letter.

INCLUSIONS: Our prices include motorcoach transportation, hotel accommodations, specified meals including taxes and gratuity, attractions/admission fees, baggage handling (as noted). Please refer to the **individual tour summary with each tour description.** Wines, liquors, meals not specified and other items of a personal nature **that are not included in the itinerary,** are **not** included in the price of the trip.

ITINERARY VARIATIONS: Should improvements be made and/or unforeseen conditions beyond our control deem change necessary, we reserve the right to change the itinerary at any time for the benefit of the entire group.

GRATUITY/TIPPING: We do **NOT** include gratuity or tips in our tour cost. To show your appreciation for your Driver AND Tour Manager, *we suggest \$3-\$5 per person/ per day for the tour manager and \$3-\$5 per person / per day for the driver.*

LUGGAGE: We must limit luggage to **one large bag per person, maximum weight 50 lbs for any time during the tour. If your luggage is overweight, depending on hotel policies, you will be charged additional handling fees OR YOU WILL be responsible for your own baggage transport.** You may also take one piece of carry-on luggage i.e. small overnight bag to fit in overhead rack. You may also bring a CPAP machine if needed. CPAP must be properly labeled with your information and **stored in the bay** of the bus. **You will be responsible for transporting your carry-on bag and your CPAP machine at all times. CPAP machines MUST be stored under the bus. No hanging bag luggage is allowed at any time.** Leisure Time extends every effort to make sure luggage is handled as carefully as possible, however, we cannot assume responsibility, liability or accept claims for loss, theft or damage to luggage or personal belongings. Baggage Protection may be purchased at Leisure Time's office.

MEDICATIONS: Remember to bring an adequate supply of any medications to last the duration of the tour. Carry your medications in your purse, pocket or carry-on – **NOT** in your luggage. In case of an emergency, it is suggested you carry a list of all medications. There is no refrigeration on motorcoaches, however, you are welcome to carry a small-insulated bag/ cooler for your refrigerated medication. Please note that spare eyeglasses should be carried in your carry-on. bag. ***If you suffer from motion sickness, you must have a physician's note turned into our office prior to the tour departure in order to be seated in the first six rows of the motorcoach for seating.*** If you suffer from any other medical condition that requires specific seating, you must present a letter from the physician **AT LEAST ONE WEEK PRIOR** to tour departure, and we will try to accommodate you. We cannot guarantee you a front row seat on the bus at any time.

TERMS AND CONDITIONS CONTINUED....:

OBJECTIONABLE PERSON/BEHAVIOR: Leisure Time reserves the right to refuse transportation and/or services to persons who demonstrate objectionable behavior i.e. under the influence of alcohol on the motorcoach; smoking or vaping on the motorcoach; **refusal to rotate seats**; refusal to wear a protective mask or face shield on the motorcoach when required or mandated; wearing heavy perfumes or having a strong body odor; delaying group and/or not complying with regulations. At the tour manager's discretion, a member may be asked to leave the trip if the leader feels the person's further participation may be detrimental to the trip or to the individual. Arrangements will be made for transportation home by and at the violator's expense and no refund will be given for the unused portion of the tour.

PARKING: Leisure Time is not responsible for damage or loss of, or to your property or vehicle.

PICK-UP LOCATIONS: We have pick-up locations in Rome and Emerson for day tours. **WE ONLY DEPART FROM EMERSON ON PUBLIC OVERNIGHT TOURS.** At any new pick up location there may be a charge for parking and parking fees are subject to change. We will pick up at other locations if we have twenty-five (25) or more departing from that area and we **are notified sixty (65) days before final pickup times are set. Please indicate the correct pick-up location for you when you register. Please be at your departure location 30 minutes prior to departure time.** Breakfast stops are **NOT** made on the day of departure unless otherwise noted in the confirmation letter or catalog.

PROOF OF CITIZENSHIP ON INTERNATIONAL TOURS: We suggest that you carry some proof of citizenship identification anytime you travel. A passport is required when traveling into Canada or Mexico or Europe. You, the passenger, are responsible for knowledge of what documents you must have with you to exit or enter the United States. Leisure Time Activities is NOT responsible for your border document requirement knowledge. You must check with each border to ensure that you have the correct documents with you prior to traveling.

RESERVATIONS: Make your reservations early. Tours sell out fast and we have to report tour counts early. **TO MAKE RESERVATIONS:** Please call the office and/or complete the registration form in the catalog. **Reservations are not confirmed until the deposit has been received.**

We accept personal checks, money orders, and credit cards: VISA, MasterCard, Discover and American Express. Please note that there will be a \$3.00 fee each time we run the credit card. **For your security, if you charge more than \$500 on any particular tour, you must submit a registration form with your signature.**

RESERVATION DEPOSITS: Day tours require payment in full. **Overnight Tours:** See your selected tour for deposit amount. **The full tour balance is due 65 days prior to departure. THERE IS NO REFUND IF YOU CANCEL WITHIN 65 DAYS OF THE TOUR AND NO**

REFUND ON TRAVEL PROTECTION IF YOU, THE CLIENT CANCEL AT ANY TIME. *When sending a check for a deposit or final payment, please indicate the tour name and date to insure proper credit. If you are interested in a trip and the final payment date has passed, please call us for availability.*

RESPONSIBILITY: We act solely as your agent in arranging transportation / accommodations for your trip. We assume no liability in connection with any transportation services, restaurants, attraction or accommodations for your trip. We cannot be responsible for any extra costs or losses resulting from any damage, expense or inconvenience caused by delayed or canceled transportation services, changes of schedule, strikes, weather or other conditions beyond Leisure Time's control. All passengers are insured **only while on the motorcoach.** Leisure Time is not responsible for lost, stolen or damaged items. **Lost and found items are donated to charity after two weeks.**

ROOMMATES: As a courtesy, if you wish to have a travel companion, Leisure Time will make every effort to provide you names of other travelers desiring a roommate for you to contact. (Single rooms are available in most cases at an additional cost.)

SEAT ROTATION: **MANDATORY Seat rotations are done on multi-day tours.** This allows for everyone to have an opportunity to get to know your fellow passengers. Seat rotation times vary from once a day to four times a depending on the type and length of tour. **Passengers will be asked to leave the trip if they refuse to rotate seats.**

TOUR MANAGERS / DRIVERS: We select only courteous drivers with excellent safety records. Our professional, courteous tour managers' primary goal is to provide the ultimate traveling experiences for all guests.

GRATUITY/ TIPPING: We do **NOT** include gratuity or tips in our tour cost. We do pass around gratuity envelopes at the end of each tour. To show your appreciation for your Driver AND Tour Manager we will pass around envelopes on the last day of the tour, **we suggest \$3-\$5 per person/ per day for the tour manager and \$3-\$5 per person / per day for the driver.**

TRANSPORTATION: We use air-conditioned, deluxe motorcoaches with restroom; adjustable seats; & commercial DVD players.

VACCINATION CARD: We suggest that you carry your vaccination cards with you on tours just in case they are needed.

VAPING/ SMOKING/LIQUOR: No vaping or vapes, no smoking of cigarettes or E-cigs, no chewing tobacco or open beer/ liquor is allowed on the motorcoach. Frequent (approximately every 2 1/2- 3 hours) rest or meal stops afford the opportunities to smoke outside and away from the coach. **NO VAPES ALLOWED ON THE BUS AT ANY TIME.** **If you are seen with a vape on the bus then you will be asked to leave the tour at the next stop. Thank you for following bus safety guidelines.**

WATER: Leisure Time provides one water, per person, per day. You are welcome to bring a refillable water container.