

## Reservation Request Form

Complete one form for each guest. Signature required for Billing Information and Terms and Conditions. Scan and email completed form to RSVP at: info@rsvpvacations.com or fax to us at: 612.729.2809.

RSVP Confirmation Number \_\_\_\_\_

Travel Agency Name or IATA Number \_\_\_\_\_

Cabin / Room Number or Waitlist Category \_\_\_\_\_

### CONTACT INFORMATION

Last \_\_\_\_\_  
Legal Name (as it appears on passport)

First \_\_\_\_\_ MI \_\_\_\_\_

Preferred Name (Nickname) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Main Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (Month / Day / Year): \_\_\_\_\_  
Must be 21 years or older

### CRUISE / TOUR AND OTHER INFORMATION

Cruise / Tour Name \_\_\_\_\_

Tour Dates \_\_\_\_\_

I am a:  Smoker  Nonsmoker

I am:  Male  Female  Transgender

Room preference:  2 twin beds  1 queen / king bed

All Dining is Open Seating

Check if needing American Sign Language ("ASL") services:

How did you hear about RSVP?  RSVPiP Guest Referral

RSVP Email  LGBT Publication  Website  Direct Mail

Event Name: \_\_\_\_\_ Other \_\_\_\_\_

If referred, by whom? \_\_\_\_\_

Their RSVPiP ID number \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name of Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

**When passports are required, they should be valid for at least six months beyond the completion of your trip.**

### PAYMENT SCHEDULE AND PAYMENTS

Per person in U.S. dollars (single occupancy 100% surcharge unless otherwise noted). The date, time, and place of each departure will be provided to you.

#### US Based Cruises

Initial Deposit: \$500  
Second (180 days prior): \$300 or balance, whichever is less  
Final (90 days prior): Balance, if remaining

#### All Other Cruises

Initial Deposit: \$800  
Second (180 days prior): \$500 or balance whichever is less  
Final (90 days prior): Balance, if remaining

### CANCELLATION POLICY - RSVP Highly Recommends trip insurance; no exceptions will be made to the cancellation policy for any reason

Days Before Departure	US-Based Cruises	All Other Cruises
151 +	\$50	\$50
121 - 150	\$150	\$500
91 - 120	\$250	30% of Package Price
61 - 90	40% of package price	40% of Package Price
60 or less	100% of package price	100% of Package Price

**NAME CHANGE FEE** A name change fee of \$150 may be charged for each name changed. Name changes may not be allowed within 90 days of the scheduled departure.

### BILLING INFORMATION

Credit Card Type:  VISA  MasterCard  Discover  American Express Expiration Date (Mo / Yr) \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

I authorize RSVP Vacations, LLC ("RSVP Vacations") to charge deposits and payments to my credit card listed here in accordance with the payment schedule.

CARDHOLDER SIGNATURE: x \_\_\_\_\_ Date (Month/Day/Year): \_\_\_\_\_

### AGREEMENT TO TERMS AND CONDITIONS - Each guest must sign

I have read, understand and agree to the above and the attached Terms and Conditions that are incorporated by reference herein. This Reservation Request Form becomes a contract upon one of the following conditions, whichever is the earliest: reserving an RSVP cabin, RSVP's receipt of an initial deposit, or acceptance of ticket(s). If I fail to meet the outlined deposit/payment schedule, RSVP Vacations reserves the right to cancel this reservation and assess the cancellation fee as outlined above. I understand that cruise itineraries, ships, resorts, programming, and schedules are subject to change with or without notice.

GUEST SIGNATURE: x \_\_\_\_\_ Date (Month/Day/Year): \_\_\_\_\_

**RESERVATION REQUEST FORM  
TERMS AND CONDITIONS****LIABILITY AND RESPONSIBILITY (Read carefully!)**

RSVP Vacations, LLC (doing business as "RSVP Vacations"), the tour operator, acts solely as an agent for the guest. RSVP Vacations, its parent, affiliate or subsidiary companies, the cruise line, resort, hotel, or subcontracted tour company, or any other cruise line or resort chartered by RSVP Vacations, has no responsibility whatsoever in whole or part for any occurrences including but not limited to any delay, loss, accidents, personal injury, sickness, medical expenses, or property damage occasioned by fault or negligence of any person, employee or company entrusted with the performance of such service from whatever cause. The tour operator, owners of the tour operator, cruise lines or resort or the owners of the vessels or resorts, have no responsibility whatsoever for any expense or inconvenience caused by late arrivals and departures of trains, ships, airplanes, buses, autos or any changes of schedule. The tour operator, cruise lines or resorts, or the owners of the vessels or resorts have no responsibility for the loss of, or damage to your luggage, money, jewelry, valuables or any other belongings whatsoever and howsoever caused. I am aware that travel insurance may be available for me to purchase. I hereby authorize RSVP Vacations and/or its parent, affiliate, or subsidiary companies to access totals of passenger folio accounts if applicable.

**INDEPENDENT CONTRACTORS**

All services, including but not limited to hotel accommodations, restaurants, shore excursions, water sports equipment, ground transportation and cruise transportation, are provided by contractors that are independent from, and that do not act for or on behalf of or as agents of or as joint ventures with the air carrier, tour operator, cruise lines or hotels, or owners of the vessels or resorts.

**RIGHT OF CONTROL; CANCELLATION**

If, because of loss or damage to the vessel or need to repair the vessel or resort, or any other cause beyond the reasonable control of RSVP Vacations, or any cruise line or resort chartered by RSVP Vacations, the vessel or resort is unavailable, the tour operator shall have the right to replace the vessel or resort with a reasonably similar vessel or resort or the tour operator has the right to cancel the travel event and refund all monies to the guests. Such refund shall be the tour operator's, cruise line's, resort's and owner's of the vessels or resorts sole measure of damages. The right is reserved by the tour operator to make any changes, including itineraries and schedules that might become necessary with or without notice. The tour operator reserves the right to accept or decline any person as a member of the tour at any time. Upon cancellation of the transportation or travel services, where the guest is not at fault and has not canceled in violation of any of these terms and conditions, all sums paid to RSVP Vacations will be promptly paid to the guest, unless the guest otherwise advises RSVP Vacation in writing, after cancellation.

**CONTRACT OF CARRIAGE**

The sole and exclusive responsibility of the air carriers and cruise lines or resorts shall be in accordance with and as limited by the contract of carriage set forth in the guest's ticket, baggage check and tariffs issued by the carrier/cruise line/resort this guest contract will be included with your tour documents and may be requested in advance by writing to the tour operator or the cruise lines. The guest ticket, when used, shall constitute a sole contract between the airlines/cruise line/resort and the purchaser of these tickets and /or guest. These carriers and other carriers are not responsible for any act, omission or event during the time the guests are not on board their planes or conveyances.

**DISPUTE RESOLUTION**

Any claim or dispute by the guest with RSVP Vacations, arising out of or relating to this contract or services pursuant to this contract shall take place in the State of California, city of Los Angeles. Any claim must be filed within six (6) months from the guest's scheduled departure date. This contract is enforceable by the laws of the State of California.

**VIDEO / PHOTOGRAPHIC RELEASE**

The guest agrees to participate in promotional, publicity, or merchandising pictures of the guests during this event. The guest hereby agrees that RSVP may use the security photo of the guest, if taken, for in-house record keeping. The guest hereby authorizes the reproduction, sale, copyright, broadcast and /or distribution of said video, sound recording and pictures without limitations. The guest further agrees and releases RSVP Vacations, its parent, affiliate or subsidiary companies, their representatives and agents from any liability, loss, expense or claims arising from distribution, broadcast, sale or use of his or her likeness or voice. The guest certifies that he/she is 21 years of age or over. If a guest desires not to be included in any promotional videos and pictures, there will be an opportunity during the travel event to sign a request form to not appear in any promotional material. RSVP Vacations, will then attempt to exclude those guests who have signed such a request during the event, but RSVP Vacations does not guarantee that the guest will not be included in promotional materials.

**FUEL OR PORT TAX SURCHARGE**

RSVP Vacations reserves the right to charge a fuel surcharge, port tax or gratuity increase should such a surcharge become necessary.

**DRUG POLICY**

The guest agrees not to bring any illegal drugs aboard the ship nor to any RSVP event and agrees to indemnify RSVP Vacations and / or its parent, affiliate, or subsidiary companies, and any travel service providers for any fines, damages or charges brought against guest concerning illegal drugs.

**TRAVEL DOCUMENTATION**

The guest is responsible for arriving at the point of departure, with all required documentation, at the time set forth in the tour documents. **The guest has sole responsibility for determining his or her immigration requirements and obtaining appropriate documentation, including but not limited to visas, passports, etc. Some countries visited may require that your passport be valid for at least six months beyond the completion of your trip. Boarding will be denied for failure to possess the appropriate immigration documentation.** The tour operator, their agents, cruise lines or resorts or the owner of the vessels or resorts shall have no obligation to refund any amount paid by the guest in the event the guest misses the departure of the vessel or other means of transfer as a result of the guest's failure to be at the point of departure as instructed.

**Please see [www.rsvpvacations.com](http://www.rsvpvacations.com) for more travel-related terms and conditions.**