



South Livingston Elementary School

Washington, DC

June 11-16, 2019

CLIENT CONTACT INFO

South Livingston Elementary School
850 Cutoff Road
Smithland, KY 42081

Joe Moneymaker
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SUGGESTED ITINERARY

Day 1 – Tuesday, June 11, 2019

Included Meals: Snacks & Bottled Water on board the coach

- Early morning departure for **Roanoke, VA**.
- Rest stops, meal breaks, and a driver change en route.
- Overnight accommodations – **Hyatt Place Roanoke**

Day 2 – Wednesday, June 12, 2019

Included Meals: Breakfast, Lunch

- **Breakfast** at your hotel.
- Travel to **Charlottesville, VA**.
- **Thomas Jefferson's Monticello**. Get an intimate look at the extraordinary house Thomas Jefferson built and furnished for himself and his family. See the furnishings, art, books, gadgets and other objects that reveal Jefferson's unique mind. You'll also have time to explore Jefferson's lifelong interest in gardening, botany, and agriculture while enjoying the beauty of Monticello's grounds and gardens.
- **Michie Tavern**. Historic Michie Tavern served as the social center of its community and accommodated travelers with food, drink and lodging. The Tavern's dining room features hearty Midday Fare in a rustic tavern setting. You'll enjoy Colonial Fried Chicken, Stewed Tomatoes, Black-Eyed Peas, Mashed Potatoes and Gravy, Hot Green Beans, Whole Baby Beets, Cole Slaw, Buttermilk Biscuits, Cornbread and Peach Cobbler. Loosen those belts!
- Travel to **Alexandria, VA** to check into your hotel.
- **Old Town Alexandria**. Enjoy dinner on your own and free time for shopping in this charming colonial town.
- Overnight accommodations – **Springhill Suites Alexandria**

Day 3 – Thursday, June 13, 2019

Included Meals: Breakfast, Lunch

- **Breakfast** at your hotel.
- **George Washington's Mount Vernon Estate & Gardens**. You are invited to tour the Mansion house and more than a dozen outbuildings including the slave quarters, kitchen, stables, and greenhouse. Stroll four different gardens, hike the Forest Trail, and explore the George Washington: Pioneer Farmer site, a four-acre working farm that includes a re-creation of Washington's 16-sided treading barn.
- **Mount Vernon Inn Luncheon**. Today you'll dine in the historic Mount Vernon Inn. Lunch includes your choice of a Triple Decker Club Sandwich with Tavern Chips, a Cheeseburger with Tavern Chips, or a Tavern Cobb Salad. Dessert is All American Apple Pie.

- **Ford's Theatre.** Your program at Ford's is pending. (Pending confirmation)
- **National Monument Tour.** You will be take a tour of the monuments including the **Thomas Jefferson Memorial, Franklin Delano Roosevelt Memorial, the Martin Luther King, Jr. Memorial, the Lincoln Memorial, the Vietnam Veterans Memorial, the Korean War Memorial, and the World War II Memorial.**
- Overnight accommodations – **Springhill Suites Alexandria**

Day 4 – Friday, June 14, 2019

Included Meals: Breakfast, Dinner

- **Breakfast** at your hotel.
- **Arlington National Cemetery Tram Tour.** This morning you will board a tram that will take you to observe the quiet dignity of Arlington National Cemetery. At JFK's gravesite, you'll see the eternal flame that was originally lit by Jacqueline Kennedy at her husband's funeral. You'll also witness the Changing of the Guard at the Tomb of the Unknowns.
- **Smithsonian Institution (10 am – 5 pm).** You will have your choice of 10 different museums such as: American History Museum; Natural History Museum; Air and Space Museum; American Indian Museum; Postal Museum; American Art Museum; African Art Museum; Hirshborn Museum; Sackler Gallery; and Arts and Industries.
- **Pinstripes Georgetown.** Tonight, you'll enjoy a buffet of Caesar Salad, Pepperoni & Cheese Wood Fired Pizzas, Pasta with Meatballs, Ghirardelli Cookies and Brownies. After dinner you'll slip on some bowling shoes and enjoy an hour of unlimited games.
- **Potomac River Cruise.** Embark on a 45-minute narrated cruise that highlights historic sites such the Jefferson Memorial, Lincoln Memorial, Arlington National Cemetery, John F. Kennedy Center and Memorial Bridge. Your tour ends in the Alexandria Marina.
- Overnight accommodations – **Springhill Suites Alexandria**

Day 5 – Saturday, June 15, 2019

Included Meals: Breakfast

- **Breakfast** at your hotel.
- **National Cathedral.** The National Cathedral, completed in 1990, is the culmination of a two-century-long plan originally from George Washington for a majestic Gothic style cathedral.
- **National Zoo.** It's not all elephants and donkeys in DC. At the National Zoo, visitors can find all sorts of animals that don't subscribe to party lines. Lions, tigers, giraffes and the zoo's beloved giant pandas are just some of the 2,000 animals that call the 163-acre park home. The zoo's habitats feature animals from 400 different species and about 25 percent of the zoo's residents are endangered.
- Depart for **Roanoke, VA.**
- Overnight accommodations – **Hyatt Place Roanoke**

Day 6 – Sunday, June 16, 2019

Included Meals: Breakfast, Snacks & Bottled Water on board the coach

- **Breakfast** at your hotel.
- Travel to **Smithland, KY.**
- Evening arrival back home.

PACKAGE BENEFITS

- ✿ Deluxe motorcoach transportation as required by your itinerary
- ✿ Two (2) nights of lodging at the Hyatt Place Roanoke
- ✿ Three (2) nights of lodging at the Springhill Suites Alexandria
- ✿ Admission to Thomas Jefferson's Monticello
- ✿ Visit to Old Town Alexandria
- ✿ Admission to George Washington's Mount Vernon
- ✿ Visit to Ford's Theatre (pending confirmation and program)
- ✿ Guided Monument Tour
- ✿ Arlington National Cemetery Tram Tour
- ✿ Full Day Visit to the Smithsonian Institution Museums
- ✿ Bowling & Bocce Ball at Pinstripes
- ✿ Evening Boat Tour on the Potomac
- ✿ Admission to the National Cathedral
- ✿ Visit to the National Zoo
- ✿ 8 Included Meals: 4 breakfasts, 2 lunches, 1 dinner
- ✿ Snacks and Bottled Water on board the coach throughout the trip
- ✿ Taxes and Gratuities on all included features
- ✿ Parking Fees and Tolls as required
- ✿ Entourage Management Itinerary Planning
- ✿ Professional Tour Director that will manage your tour from door-to-door
- ✿ Online Registration and Payment Processing

TOUR COST

Tour cost is subject to a minimum number of paying participants per coach. Tour cost is subject to revision if you do not meet the minimum paying passenger requirements.

Hyatt Place Roanoke offers your group a 2-room suite accommodation. Suites feature a living area with a sofa-sleeper, workspace, 2 queen beds, microwave & mini-fridge. Suites can sleep up to 6 people.

Springhill Suites by Marriott offers your group a 2-room suite accommodation. Suites feature a living area with a sofa-sleeper, workspace, 2 queen beds, microwave & mini-fridge. Suites can sleep up to 6 people.

Based on a minimum of 30 paying participants per coach

\$ **899.00** per person, based on **quin** occupancy

\$ **949.00** per person, based on **quad** occupancy

\$ **1,039.00** per person, based on **triple** occupancy

\$ **1,189.00** per person, based on **double** occupancy

\$ **1,629.00** per person, based on **single** occupancy

SPECIAL CONSIDERATIONS

We request that you provide chaperones at a minimum ratio of 1:10 chaperone to student.

Complimentary Teachers: You will earn two (2) complimentary Teacher packages at single occupancy with a minimum of 30 paying participants.

ONLINE GROUP REGISTRATION

Entourage Management will collect your trip registrations and payments through our website at www.entourage-management.com/slesdc. Registrations are only accepted with the payment of a **\$150.00 booking deposit**. No deposit = no registration. Fundraising payments are not accepted for the deposit payment but may be applied to installment payments 2 weeks prior to the payment due date.

All accounts must be paid a minimum of 30 days prior to departure. Accounts that have a significant remaining balance that have not made special arrangements with our team at 30 days prior will be removed from the trip.

PAYMENT SCHEDULE

Online registration will be open from August 1 – October 12, 2018. Registrations are only accepted with the payment of an online deposit of \$200.00. Space will not be held for a participant until it is secured with the deposit payment. We must have a signed contract from you in order to open the group’s registration site.

\$ 200.00 deposit payment	Due October 12, 2018	
\$ 250.00 payment per person	Due December 14, 2018	Fundraising must be received by November 30, 2018
\$ 250.00 payment per person	Due February 15, 2019	Fundraising must be received by February 1, 2019
Final balance	Due April 19, 2019	Fundraising must be received by April 5, 2019

Fundraising payments will not be accepted after the final payment date for the group.

GROUP FUNDRAISING PAYMENTS

Fundraising money will be applied to individual account when the funds are received in our office. Fundraising payments must be submitted 2 weeks prior to each due date in order to applied toward the installment payment. Please provide us with the contact information of the person that will be in charge of organizing and processing your fundraising payments.

Fundraising Coordinator _____

Phone _____

Email _____



CANCELLATION POLICY

Group Cancellation. If the entire group cancels after **October 19, 2018**, there will be a **\$1,000.00 cancellation penalty plus any non-recoverable expenses**. If the group has elected to process online registration payments through Entourage Management, any credit card processing fees incurred for deposit payments processed prior to the cancellation of the group will be billed back to the school. This applies for full group cancellation at any time.

Individual cancellations are subject to the following cancellation penalties:

Up to 90 days prior	Refund less \$ 25.00 administrative fee plus any non-recoverable expenses
89-60 days prior	25% cancellation penalty
59-45 days prior	50% cancellation penalty
44-00 days prior	No Refund

In the event that a participant can be replaced on the tour a full refund less the \$ 25.00 administrative fee will be given at any time. Credit card charges will show up as **NBX*ENTOURA 2708421148**. Any fees incurred from chargebacks (denied charges) will be passed along to your account.

Tour Cancellation Fee Waiver protection will be offered to individual participants at the time that they register for the trip for **\$49.00 per person**. This protection will provide them with a full refund should they have to cancel their trip for documented illness, death in the family or emergency type situation. Emergency situations will be handled on a case-by-case basis.



PERMISSION/MEDICAL FORMS

Entourage Management will collect participant details required for the trip – addresses, phone numbers, meal requests, etc. It is the responsibility of the school to collect any required parental permission slips for the trip as well as any medical information.

You should compile medical information for the participants and have several copies of the forms available for directors and chaperones during the tour. We will advise you if additional copies of the forms would be needed for your specific travels.

MOTORCOACH TRANSPORTATION

RESERVED: One (1) 56-passenger motorcoach. You will have 54 seats available to you.

Coach Features. Each coach features Wifi (limited service), DVD player, PA System, 110V Plug Ins, on board restroom, comfortable seating, and the services of a professional driver. Each motorcoach will be inspected upon departure and return of the trip. Any damage is the responsibility of the school / organization.

Damages will be assessed and charged accordingly. Motorcoaches that require unusual cleaning will be the cause for an additional \$100.00 charge.

Driver Hours Limitations. The Department of Transportation provides specific guidelines for your drivers on duty and off duty time. Drivers can be on duty a total of 15 hours; 10 of which are allowed for driving. A full 10-hour break is required between shifts. When confirming your final itinerary for the trip, we will allow for a **minimum of 10 hours** from the time the group returns to the hotel in the evening until the driver is able to move the motorcoach again in the morning.

If there are traffic issues or delays, we may have to adjust your schedule to accommodate the drivers legal driving time limits. Passenger safety is our number one concern. <http://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations>

Certificate of Insurance. Prior to your trip departure we will have the motorcoach company issue a Certificate of Insurance listing the School as additional insured on the policy. Typically, we will have these certificates issued at the beginning of the new year so that the policy dates are current for your date of travel.

Motorcoach Loading Crews. It is the responsibility of each group to load/unload their baggage on the motorcoach. We request that you arrange for loading crews in advance of your departure date. Loading crews will ensure that the coach is packed tightly and smartly so that you can utilize the space in the best possible manner.

Driver Gratuities. For your convenience, driver gratuities are included in your tour package. Additional gratuities or driver thank you gifts are at your own discretion.

ITINERARY CHANGES

Entourage Management reserves the right to make any necessary adjustments to your itinerary should we encounter inclement weather or traffic conditions during your tour. Our tour director will work closely with you to approve any adjustments if necessary.

RESPONSIBILITY

Entourage Management, LLC and its agents act only in the capacity of agents for the passengers in all matters pertaining to hotel accommodations, sightseeing tour & transportation, whether by motorcoach, air craft, railroad, automobile or cruise ship, and as such will not be liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may be occasioned whether by default of any hotel, carrier, common carrier, restaurant, company, or person rendering any of the services included in the tour of by act of God. Further, Entourage Management, LLC will not be responsible to the group and/or any of the group members for any damage or delay due to sickness, pilferage, labor dispute, machinery breakdown, quarantine, government restraints, weather or causes beyond our control, and we will also not be responsible for any additional expense, omission, delay, re-routing or act of government authority.



CONTACT US

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This agreement is between **Entourage Management, LLC** and **South Livingston Elementary School** in **Smithland, KY**. **Entourage Management, LLC** hereby agrees to provide the goods and services listed in this agreement and **South Livingston Elementary School** agrees to pay **Entourage Management, LLC** the total amounts due, according to the payment schedule listed in this agreement. Each of the undersigned represents that he or she is authorized by the Travel Company / School to enter into this agreement.

PLEASE COMPLETE THE FOLLOWING

YES! This trip has been approved by our school board on _____ (Date).

Do you want to include any of these Optional Items for your group?

Yes No \$15.00 Souvenir Trip T-shirt

Do you want to schedule Parent Presentation for the trip? (We suggest doing this 3-4 weeks prior to the registration date.)

Yes No If yes, list 3 possible dates & times

1. _____ 2. _____
3. _____

Do you want to schedule Pre-Trip Presentation for the trip? (We suggest doing this 3-4 weeks prior to departure.)

Yes No If yes, list 3 possible dates & times

1. _____ 2. _____
3. _____

I have read and fully understand all details of this agreement including all package inclusions, costs for goods and services, payment schedules and cancellation policies. The undersigned hereby agree(s) to all of the terms and conditions set forth in this agreement.

Lena Mulcahy, Founder & Team Leader
For Entourage Management, LLC.

Friday, June 01, 2018

Joe Moneymaker
For South Livingston Elementary School

Date