

## SERVICE AGREEMENT FOR TRAVEL ARRANGEMENTS

This Service Agreement (the "Agreement") is entered into on [December 20, 2024], by and between:

Service Provider: Nashville Luxury Travel, affiliated with Coastline Travel Advisors  
Address: 1612 Westgate Circle STE 211 Brentwood, TN 37027  
Email: [Jen@nashvilleluxurytravel.com](mailto:Jen@nashvilleluxurytravel.com)  
Phone: (615) 513-8782

Client: Paul Laurence Dunbar High School  
Address: 1600 Man O'War Blvd Lexington, KY 40513  
Email: [sarah.lubbe@fayette.kyschools.us](mailto:sarah.lubbe@fayette.kyschools.us)  
Phone: (859) 227-4673

### 1. SCOPE OF SERVICES

The Service Provider agrees to provide the following travel arrangement services to the Client:

- Booking of flights, accommodations, and transportation.
- Itinerary planning and customization.
- Visa and travel insurance guidance (if applicable).
- Customer support during the travel period.

### 2. DURATION OF AGREEMENT

This Agreement begins on the date of signing and remains valid until the completion of the travel period, unless terminated earlier under Section 9 of this Agreement.

### 3. Cost of Trip per Person

The Client agrees to pay the Service Provider as follows:

- \$1400 per person based on quadruple occupancy
- \$1475 per person based on triple occupancy
- \$1625 per person based on double occupancy
- \$2075 per person based on single occupancy
- Additional Costs: The Client will reimburse any additional costs for flights, accommodations, or other requested services upon prior approval.

### 4. Included in the price:

- Round Trip flights to NYC
- Round Trip Transfers from the airport to the hotel
- Accommodations at The Manhattan Hotel
- Tickets to New York Yankees game
- Tickets to a Broadway play

- Dinner Cruise
- NYC Pass Booklets

(If any services are unavailable, substitutions will be made, only if approved by Sarah Lubbe, with Paul Laurence Dunbar High School.)

All payments shall be made via check to:

Nashville Luxury Travel

1612 Westgate Circle STE 211

Brentwood, TN 37027

## 5. CLIENT RESPONSIBILITIES

The Client agrees to:

- Provide accurate and complete travel details (e.g., dates, destinations, preferences).
- Provide copies of a driver's license for each traveler.
- Respond promptly to communications from the Service Provider.
- Pay all agreed fees and costs in a timely manner. (Nashville Luxury Travel will only pay for services such as tickets and hotels when the money has been received from Paul Laurence Dunbar, therefore it is extremely important that payments are sent promptly.)

## 6. SERVICE PROVIDER RESPONSIBILITIES

The Service Provider agrees to:

- Deliver services professionally and promptly.
- Inform the Client of any changes or issues that may arise.
- Maintain confidentiality of the Client's personal and financial information.

## 7. LIMITATION OF LIABILITY

The Service Provider shall not be held liable for:

- Changes, cancellations, or delays caused by airlines, hotels, or other third-party service providers.
- Acts of nature, government restrictions, or other unforeseen events.
- Any injuries, illnesses, accidents, or harm experienced by the Client or any travelers during the trip. Clients are encouraged to obtain appropriate travel insurance to cover such risks.

## 8. CANCELLATION AND REFUND POLICY

- Cancellation by Client: All payments are non-refundable.
- Cancellation by Service Provider: Refund any unused portion of the payment.

#### 9. TERMINATION

This Agreement may be terminated by either party with written notice. The per person price can't be guaranteed until the first payment is made by Paul Laurence Dunbar High School. Group airfare can't be held without a deposit, therefore the pricing is subject to change until the first payment is received. If Nashville Luxury Travel is unable to purchase airfare within the costing set forth, all money will be promptly returned to Paul Laurence Dunbar High School.

#### 10. GOVERNING LAW

This Agreement shall be governed by the laws of the United States of America.

#### 11. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes any prior agreements or understandings.

#### 12. SIGNATURES

By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

Service Provider

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By: 1-14-25  
Date: [Signature]  
Scott P Loscheider, Principal  
Paul Laurence Dunbar High School

These terms and conditions ("Terms and Conditions") govern the relationship between Nashville Luxury Travel, LLC d/b/a Nashville Luxury Travel ("NLT" and/or "us/our") and you, the purchaser and/or traveler ("Client" and "passenger" and "you/your"). By planning travel with NLT, you agree to be bound by these terms and acknowledge that NLT acts solely as a booking agent for disclosed principal supplier tour operators, cruise lines, hotels, airlines, air charters, bus companies, ground transportation, boat purveyors or owners, and other independent contractors providing accommodations, transportation, and other services ("Supplier(s)"), and is not the source or provider of the travel services. These terms include warranties and disclaimers and exclusions of liability and may restrict your rights and remedies and provide protection to NLT.

## **1. USE OF NLT SERVICES, ACCESS AND INFORMATION FOR TRAVEL BOOKINGS**

You warrant that you are at least 18 years of age and possess the legal authority to enter into this Agreement and to make travel bookings with NLT. You agree to be financially responsible for all of your travel bookings and warrant that all information supplied by you on behalf of yourself, members of your household, or others for whom you are authorized to transact business with us is true and accurate. You agree that you will only make legitimate reservations or purchases with NLT and its Suppliers, and acknowledge that, without limitation, any speculative, false, or fraudulent reservation is prohibited.

All bookings are accepted by NLT as agent for the travel Suppliers on your itinerary. Separate Supplier terms and conditions will apply to your reservation and purchase of travel-related goods and services that you select, and you understand and agree to abide by the terms and conditions of purchase imposed by any Supplier that you have selected as a service provider for your travel.

NLT is an independent affiliate of Coastline Travel Group, seller of travel 2040360-40. Registration as a seller of travel does not constitute approval by the State of California.

## **2. PAYMENTS AND CANCELLATIONS**

You shall be completely responsible for all charges, fees, duties, taxes, and assessments arising out of your travel bookings through NLT. By submitting a credit card authorization form to NLT, you agree to allow NLT to use your payment method to purchase travel products from our Suppliers on your behalf. As a consumer, you have the right to dispute charges to your credit card in cases of fraud, or pursuant to the terms of the Fair Credit Billing Act. However, excepting cases of fraud, you agree not to file any dispute with your bank or credit card company to avoid or violate any booking terms and conditions of NLT or its suppliers, including cancellation of or changes to itineraries or arrangements for reasons beyond the control of NLT and its suppliers. If you attempt to chargeback, reverse or recollect a previously authorized trip payment, NLT reserves the right to collect all additional costs, fees and expenses associated with such chargeback, reversal or recollection, including, without limitation, attorney fees.

All payments for travel are due prior to departure according to each Supplier's terms and conditions of booking. You understand that failure to make final payment or any violation of a Supplier's conditions of purchase may result in cancellation of your reservations, in your being denied access to any flights, tours, hotels, cruises, or other travel services, or in your forfeiting any monies paid for your reservations. In some cases, there is NO REFUND once a booking is made and paid in full. You may not be entitled to a refund if you change or cancel your travel plans after confirmation of a booking. All cancellation requests must be sent to NLT in writing. As a result of cancellation, NLT's and third-party Supplier's cancellation penalties will apply. Cancellation fees will be charged to the credit card or other payment method you authorized to pay for travel services or deducted from the Supplier's refund.

**WHEN YOU RECEIVE ANY AND ALL TRAVEL DOCUMENTS, IT IS YOUR RESPONSIBILITY TO REVIEW AND VERIFY ALL INFORMATION FOR ACCURACY. CONTACT NLT IMMEDIATELY IF CHANGES OR CORRECTIONS ARE REQUIRED.**

### **3. TRAVEL DOCUMENTS, INCLUDING TSA AND DHS ACCEPTABLE IDENTIFICATION REQUIREMENTS**

It is the responsibility of each Client to obtain and carry a valid passport, visa(s), and all other documents required by applicable government regulations. When traveling domestically or internationally, the U.S. Transportation Security Administration (TSA) and U.S. Department of Homeland Security (DHS) advise that everyone carry acceptable identification in order to board a flight. Acceptable identification can be found at <http://www.tsa.gov/traveler-information/acceptable-ids>; examples are DHS-designated enhanced driver's license, Passport, a foreign government passport. The name, date of birth and gender that appears on the identification card must exactly match the same such data that is listed on airline ticket(s) and booking records. You acknowledge any failure to strictly comply with these requirements may result in denied boarding or an undue delay at an airport security checkpoint causing Client to miss flight(s), and subsequent scheduled travel bookings on cruises and tours.

**NLT STRONGLY RECOMMENDS THAT YOU TAKE INTO ACCOUNT THAT CERTAIN COUNTRIES WILL NOT ADMIT A PASSENGER IF THEIR PASSPORT EXPIRES WITHIN SIX (6) MONTHS OF THE DATE OF ENTRY OR DATE OF RETURN.** Non-United States citizens may require additional documentation. Client is responsible to make NLT aware when traveling on a passport from a country other than the United States of America. NLT neither controls nor warrants the issuance of visas or approval of visa waivers related to your travel. Should a visa not be issued, NLT is not responsible for lost payments made toward the contemplated trip. Please note that rules of each country regarding entry and exit change on a daily basis.

Children and infants also require travel documents. Minors traveling with one parent, and/or without both parents, may be stopped and not admitted, unless authenticated and verified consent forms are provided to the authorities; please see <https://help.cbp.gov/s/article/Article-3643> for additional information. The U.S. Customs and Border Protection Agency requires that for groups of children under age 19 arriving to the United States by land or sea from contiguous

territory and traveling with a school group, religious group, social or cultural organization, or sports team, may also present an original or copy of his or her birth certificate, a Consular Report of Birth Abroad, or a Naturalization Certificate. Parental or legal guardian consent must be provided to the supervising adult/Group Leader in writing.

#### **4. INDIVIDUAL ENTRY AND EXIT REQUIREMENTS**

Each country holds different views of past criminal offenses, whether within or outside of their boundaries. If you have a current or prior criminal offense, contact that country directly for entry and exit requirements. You can visit the US State Department Website for further information about these requirements. See, <https://travel.state.gov/content/travel.html>. We do not inquire about an individual's criminal record in the interest of respecting our Clients' privacy. For example, if traveling to or through Canada, individuals with a Driving While Intoxicated (DWI) record should review current entry requirements. See: <http://www.cic.gc.ca/english/information/faq/inadmissibility/index.asp>.

#### **5. HAZARDOUS MATERIALS**

Federal law prohibits passengers from bringing hazardous materials on the aircraft.

(1) Federal law forbids the carriage of hazardous materials aboard aircraft in the passenger's luggage or on the passenger's person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radio- active materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radiopharmaceuticals.

(2) There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in the passenger's luggage and certain smoking materials carried on the passenger's person. For further information, each passenger should contact the relevant airline representative(s) on their itinerary. Restrictions on hazardous materials are listed <http://www.tsa.gov/traveler-information/prohibited-items>.

#### **6. INSECTICIDE NOTICE**

We recommend that you refer to the DOT list of airports in countries that require airlines to treat the passenger cabin with insecticides prior to the flight or while on the aircraft. This list is on the DOT's website and is updated from time to time: <http://www.dot.gov/office-policy/aviation-policy/aircraft-disinsection-requirements>.

#### **7. HEALTH/IMMUNIZATIONS**

You must have the proper immunizations and health screenings and required documentation of such immunizations and screenings before travel. NLT shall not assume responsibility for the accuracy of health, vaccination, or documentation prior to departure or upon landing at the final destination. In some cases, required inoculations must be recorded by Client's health

practitioner on a valid vaccination certificate, which the Client must carry for proof of inoculation. If you are concerned about taking any medications or receiving certain inoculations, check with your health practitioner BEFORE booking. Check the State Department Web site <http://travel.state.gov>, for relevant information relating to travel to specific destinations, and the Center for Disease Control <http://wwwnc.cdc.gov/travel/> relating to health issues related to travel.

#### **8. AIR TRAVEL, SCHEDULE RECONFIRMATION, CHECK-IN**

NLT shall not assume any responsibility for any air schedule changes. In rare instances, upon departure from a country, certain departure taxes must be paid in cash only, and may vary in price. Failure to use a reservation may result in automatic cancellation of all continuing and return flights, as well as forfeiture of airfares.

Airline e-tickets expire a year from issue date unless carrier fare rules in passenger's itinerary fare provide otherwise.

Due to enhanced security, it is strongly recommended that you check in a minimum of 2 hours prior to scheduled departure for domestic flights and 3 hours prior to scheduled departure time for international flights. Reconfirm flight times at least 24 hours prior to scheduled departure time for domestic flights, and 72 hours prior for international flights.

#### **9. RIGHT TO CORRECT ERRORS/OFFERS SUBJECT TO AVAILABILITY**

We reserve the right to correct errors in quotations, up until arrangements are confirmed and under deposit. In the event of any pricing error or omission, we reserve the right to adjust such pricing or make any other corrections. All offers, incentives and Supplier promotions are subject to availability and may change without notice. Prospective Clients are advised to reserve early to avoid disappointment and additional late booking fees.

#### **10. UNUSED ARRANGEMENTS, MINIMUM PASSENGER REQUIREMENTS AND ALTERATIONS TO BOOKINGS**

When tour, cruise or package prices are based on Suppliers' contract rates, you will not be entitled to any refund for any unused portion of travel.

Some group tours are based on minimum numbers of passengers traveling; if the number of passengers falls below the minimum required, a surcharge may be imposed, or the tour may be canceled. Any cancellations of a tour or package for reason of failing to meet the minimum traveler requirement will be governed by the tour operator's cancellation policy.

If you decide to change any portion of your confirmed arrangements prior to departure or during your trip, we will attempt to assist you. Certain bookings may not be able to be changed. All requests for changes to a booking must be made in writing to NLT.

The Supplier may determine that alterations in itinerary are necessary for any number of reasons, including but not limited to severe weather. Any alterations to an itinerary are at the sole discretion of the Supplier, and NLT bears no responsibility for any changes.

#### **11. LIMITATIONS OF RESPONSIBILITY AND DISCLOSURE**

NLT acts solely as a booking agent for disclosed principal Suppliers and is not the source or provider of any travel service. Each Supplier is an independent entity with its own management and is not subject to the control of NLT. The Suppliers whose names appear in travel documentation are those actually responsible for providing the travel services purchased, and you consent to the use of those Suppliers.

BECAUSE NLT ACTS AS AGENT FOR DISCLOSED PRINCIPAL SUPPLIERS AND DOES NOT HAVE THE RIGHT TO CONTROL THE OPERATIONS OF SUCH INDEPENDENT OPERATORS AND SUPPLIERS, YOU AGREE THAT NLT IS NOT LIABLE FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE, WHICH MAY ARISE OUT OF THESE SERVICES. NLT HEREBY DISCLAIMS ANY LIABILITY WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, INCLUDING WITHOUT LIMITATION LIABILITY FOR ANY DIRECT, PUNITIVE, SPECIAL CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES, IN CONNECTION WITH THE GOODS OR SERVICES PROVIDED BY ANY PRINCIPAL SUPPLIER BOOKING THROUGH NLT, INCLUDING WITHOUT LIMITATION LIABILITY FOR ANY ACT, ERROR, OMISSION, INJURY, LOSS, ACCIDENT, DELAY OR IRREGULARITY WHICH MAY BE INCURRED THROUGH THE FAULT, NEGLIGENCE, WILFULL ACTS, OMISSIONS OR OTHERWISE OF SUCH SUPPLIER, OR OF ANY SUPPLIER OR THEIR RESPECTIVE EMPLOYEES, AGENTS, SERVANTS, OR REPRESENTATIVES, INCLUDING, WITHOUT LIMITATION, THEIR FAILURE TO DELIVER OR THEIR PARTIAL OR INADEQUATE DELIVERY OF SERVICES, THEIR CANCELLATION AND REFUND POLICIES, FUEL INCREASES, BANKRUPTCY OR CESSATION OF OPERATIONS AND OTHER MATTERS OUTSIDE OF NLT'S CONTROL, AND YOU HEREBY EXONERATE NLT FROM ANY LIABILITY WITH RESPECT TO THE SAME.

NLT HAS SOLELY RECEIVED COMMISSION AND FEES FOR TRAVEL TRANSACTIONS AND CLIENT AGREES AND UNDERSTANDS THAT ANY RECOVERY FROM NLT WILL BE LIMITED TO THE AMOUNT OF COMMISSION AND FEES ACTUALLY RECEIVED BY NLT.

#### **12. RISKS/SAFETY**

Travel to certain destinations may involve greater risk than others. NLT urges Clients to remain informed on a daily basis as to current news events, as well as to review travel prohibitions, warnings, announcements and advisories issued by the United States Government prior to booking travel to international destinations. Information on health and safety conditions in various countries and the level of risk associated with travel to particular international destinations can be found at <http://www.state.gov>, <http://www.tsa.gov>, <http://www.dot.gov>, <http://www.faa.gov>, <http://www.cdc.gov>, and <http://www.cbp.gov>. The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens

who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. Registration is recommended and provided by going to <https://step.state.gov/step/>.

BY OFFERING FOR SALE TRAVEL TO PARTICULAR DESTINATIONS, NLT DOES NOT REPRESENT OR WARRANT THAT TRAVEL TO SUCH POINTS IS ADVISABLE OR WITHOUT RISK, AND SHALL NOT BE LIABLE FOR COSTS, DAMAGES, OR LOSSES THAT MAY RESULT FROM TRAVEL TO SUCH DESTINATIONS. CLIENT'S PARTICIPATION CONSTITUTES ACCEPTANCE OF SUCH EVENTS AT CLIENT'S OWN RISK.

In the event of emergent health or safety concerns, once NLT has investigated the prevailing situation, NLT shall have the sole and absolute discretion whether to proceed with any NLT escorted trip or private departure, or to make alterations to the itinerary.

### **13. FORCE MAJEURE**

NLT will not be in breach of these terms and conditions or otherwise be liable to you, for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, including web host and internet service provider, breakdown or malfunction of equipment, destruction of or serious damage to facilities, natural catastrophes including, but not limited to extreme weather events, floods and volcanic eruptions, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy, and any other unforeseen circumstance which is beyond the control of NLT. THE PURCHASE OF TRAVEL INSURANCE IS HIGHLY RECOMMENDED ON ALL TRIPS.

In addition, each of NLT's Suppliers have terms and conditions which include Force Majeure provisions. IN THE EVENT THAT A FORCE MAJEURE EVENT OCCURS, THOSE SUPPLIERS MAY BE ENTITLED TO, AND MAY IN THEIR SOLE AND ABSOLUTE DISCRETION, VARY, POSTPONE OR CANCEL ANY ITINERARY OR ARRANGEMENT IN RELATION TO THE TRIP. Payment of any refund to you as a result of the non-performance of any obligations hereunder shall remain in the sole and absolute discretion of the Supplier pursuant to their policies, although NLT shall use its reasonable efforts to secure reimbursement for you where possible.

### **14. CLIENT CONDUCT**

When you book with NLT, you accept responsibility for any damage or loss caused by you. Full payment for any such damage or loss (reasonably estimated if not precisely known) must be paid directly at the time to the accommodation owner or manager or other Supplier. You must indemnify us for the full amount of any claim (also including legal costs) made against us. We are not responsible for any costs incurred concerning a guest removed from a trip, or any

portion of a trip. You agree not to hold NLT or any of its related entities liable for any actions taken under these terms and conditions. Baggage and personal effects are at all times the sole responsibility of the participant.

Each participant in any trip escorted by NLT is expected to act responsibly and adhere to all behavior guidelines established by NLT and our Suppliers. NLT and all local Suppliers reserve the right to remove you from any facility, hotel or resort property, tour location or means of transportation if your health or your conduct appears to endanger yourself or others, disrupts the general well-being of other clients on any element of your trip, or interferes with the operation or security of the places we visit. In any such case, there will be no refund.

#### **15. TRAVEL INSURANCE**

NLT OFFERS ACCESS TO TRAVEL INSURANCE TO PROTECT PASSENGERS AND THEIR INVESTMENT IN TRAVEL. UNLESS SPECIFICALLY NOTED, TRAVEL INSURANCE IS NOT INCLUDED IN THE COST OF CLIENT'S ITINERARY TO PROTECT AGAINST THIRD PARTY SUPPLIER DEFAULT/BANKRUPTCY PROTECTION, DELAY, INTERRUPTION, MISSED CONNECTION FOR CRUISES, CANCELLATION, MEDICAL EMERGENCY TRANSPORTATION/EVACUATION & REPATRIATION, BAGGAGE & PERSONAL EFFECTS/LOST LUGGAGE & BAGGAGE DELAY, ILLNESS, JOB LOSS PROTECTION AND CHANGE OF PLANS, ACCIDENTAL DEATH AND DISABILITY, TRAVEL ACCIDENT/SICKNESS MEDICAL EXPENSES, AND MORE. PROPER INSURANCE MAY PROTECT YOU FROM FINANCIAL LOSS IN ALMOST ALL CIRCUMSTANCES. Without appropriate travel insurance, Client understands and agrees that if Client cancels or interrupts Client's travel for any reason, portions of the trip/tour may not be refunded and NLT's and travel Suppliers' cancellation penalties will apply resulting in the loss of monies up to the full cost of Client's travel booking and related costs. The purchase of travel insurance is not required in order to purchase any other product or service offered by NLT, however if you decline to purchase insurance, NLT will require that you execute an insurance waiver. NLT is not a licensed insurance broker, and its advisors are not qualified or authorized to answer technical questions about benefits, exclusions, and conditions of any of the insurance offered, nor evaluate the adequacy of the prospective insured's existing insurance coverage. An additional charge applies for any travel insurance selected. NLT CANNOT GUARANTEE THAT ANY INSURANCE PROVIDER WILL APPROVE COVERAGE FOR A CLAIM MADE UNDER THE INSURER'S POLICY AND MAKES NO REPRESENTATIONS ABOUT THE EXTENT OF COVERAGE FOR ANY POLICY IT MAY OFFER OR QUOTE.

#### **16. RESERVATION OF RIGHTS: CHANGES TO THESE TERMS**


We reserve the right, in our sole discretion, to change these Terms and Conditions at any time. Updated versions of the Terms will be provided to Clients, will be posted on our website and are effective immediately on posting.

#### **17. GENERAL**

The laws of the State of Tennessee govern these Terms and Conditions. You hereby consent to the exclusive jurisdiction and venue of courts in Williamson County, Tennessee in all disputes arising out of or relating to travel bookings with NLT.

If any part of these Terms and Conditions is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and agreement shall continue in effect.

These Terms and Conditions (and any other terms and conditions referenced herein) constitute the entire agreement between the Client and NLT with respect to travel bookings made with NLT by any means, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between Client and NLT with respect to communications with NLT. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.

By:   
Date: 1-14-25  
Scott P Loscheider, Principal  
Paul Laurence Dunbar High School

