

## **BERLIN & POTSDAM**

*Sponsored by*

The Institute of Classical Architecture & Art

October 1-8, 2022

Arranged by Classical Excursions

### **Terms & Conditions**

Land cost for the tour: \$5300.00 per person. The single supplement is \$1500.00. It is requested that you arrive in Berlin to commence the tour on Saturday, October 1, 2022. Participants should make their way from the airport to the Hotel Adlon, Unter den Linden 77, 10117 Berlin. Telephone: +4930 22610. We will assemble at 6:00 pm in the lobby of the hotel for our opening dinner. The tour concludes the morning of October 8, 2022.

### **Contribution:**

A fully tax-deductible contribution to the Institute of Classical Architecture & Art is required. A separate contribution payment of \$500 per person to the Institute's Annual Fund should be made directly to ICAA. Payments should be made by a separate donation form, sent to you by Classical Excursions at the time the final tour payment is due. ICAA will then acknowledge your donation as fully tax deductible. For questions call the institute at 212-730-9646.

### **Land Rate Includes:**

A private motor coach for all sightseeing, visits, transfers and drives as outlined in the itinerary. The trip will be fully escorted by Lani Summerville, director of Classical Excursions. Experts and specialists will be on hand to impart information. Admission fees are included for all sightseeing as described in the itinerary.

### **Included Meals & Events:**

Seven breakfasts, seven lunches and three dinners are included.

### **Tips & Taxes:**

Included are service charges on restaurants as well as taxes levied by local governments and authorities. Tips to motor coach drivers are not included.

### **Tour Rate Does Not Include:**

- Transportation round trip from your home to airports for flights, airfare, and supplemental charges for extra meals not outlined in the itinerary are not covered in the tour price.
- Travel insurance is not included in the trip price. We strongly advise that you purchase travel insurance covering the full price of your travel arrangements. Should you need any help with this process we would be more than happy to assist you.

### **Cancellation and Refund of Travel Arrangements:**

An immediate deposit of \$1000.00 per person is requested to book your space. You may cancel your reservation up until July 1, 2022 penalty free. Final payment is due on August 1, 2022 and forfeited thereafter if one cancels. If your space is resold and the group has a full complement of participants, we will refund your land payment even after the cancellation deadline, less a \$150.00 handling fee. No refunds are possible for trip interruption. We strongly recommend the purchase of trip cancellation/interruption insurance, which we will gladly help you obtain. We urge you to purchase your own insurance to cover cancellation/interruption covering the full price of the trip arrangements within two weeks of making your deposit. If we have to postpone the tour due to unforeseen reasons, including Covid-19 and CDC Travel Advisories your deposits will be transferred to the new dates or transferred to another tour of your choice.

**Reservations:** An immediate deposit of \$1000.00 per person is required to hold confirmed reservations. Final payment is due on or before August 1, 2022. You will be supplied with a study guide.

**Eligibility:**

The trip requires participants to be capable of walking some distances and of climbing stairs. If you have any questions or concerns regarding your ability to participate in this tour, please contact Lani Summerville at Classical Excursions before reserving your space for this tour. He can be contacted at 413-446-8728.

**Responsibility:**

Classical Excursions of Pittsfield, MA, and your tour escorts act only in the capacity of agents for the participant in all matters pertaining to sightseeing excursions, all means of transportation, and all other features of the tour, and as such, are free of responsibility for any damages from any cause whatsoever. Classical Excursions will not be held responsible for any damage, expense or inconvenience caused by late arrivals/departures or by any other schedule changes and or other adverse conditions. Nor will Classical Excursions be held responsible for the loss of or damage of baggage or any other article belonging to the tour participant. No refunds will be made for absences from any portion of the land tour. The right is reserved to decline, accept, or remand any person as a member of this group at any time before or during the tour. If you must make an insurance claim, you must contact the insurance company directly with your insurance confirmation number.

The right is reserved by Classical Excursions to make alterations or substitutions in the provided program should local conditions or transportation schedules so require. Land rates are based upon those in effect at the time of the announcement of the tour, and are subject to change without notice if rates should fluctuate drastically. If any changes in price are made, the tour participants will be notified immediately.

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**Please return this form with your tour deposit of \$1000.00 (of which \$150.00 is non-refundable) payable by check or credit card to *Classical Excursions*. Please mail or fax the deposit and form to the address below.**

I have read, understand and accept all of the terms and conditions of this contract. Please sign and date below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in full: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Visa, \_\_\_\_ MasterCard or \_\_\_\_ American Express \_\_\_\_\_ expiration \_\_\_\_\_ code \_\_\_\_\_

Accommodations: Please check one  I wish to share a room with \_\_\_\_\_  
 I would like single occupancy

**For questions regarding payments, please contact Lani Summerville, Classical Excursions: 7 Club Circle, Pittsfield, MA 01201, 413-446-8728 (mobile), [lani@classicalexcursions.com](mailto:lani@classicalexcursions.com). Deposit and final payment checks should be sent to this address as well. Emails and phone calls regarding tour information may be directed to Lani Summerville 413-446-8728. The ICAA donation should be mailed with the separate form directly to the institute as stated above.**