

**GENERAL INSTRUCTIONS:**

1. Please type or print.
2. Make checks payable to DISCOVER EUROPE, LTD.
3. Be sure to read the Terms & Conditions and the Refund Policy contained on the reverse before signing.
4. Complete both sides of this form.
5. Detach the bottom section and mail it to the Alumnae Association of Smith College with your registration payment of \$800 per person (if not already paid). Keep the top section for your records.

**DETAILED INSTRUCTIONS:**

**1. Passenger Details:**

- i). Name(s). Please make sure that your name appears on this form exactly as it does on your passport.
- ii). Address. If you have a different seasonal address, please let us have those details as well, including dates that you are there, on a separate sheet.
- iii). Passport Details. Having your passport details ahead of time enables Discover Europe to speed the check-in process at hotels and helps in the event of lost or stolen documents.
- iv). Dietary Requirements. Please let us know if you require any special meals both for the hotels and the airlines.
- v). Health Information. A certain amount of walking is involved in this trip. Check the itinerary with your physician to ensure a safe and comfortable journey. Travelers requiring special assistance must be accompanied by a companion.

**2. Emergency Contact:**

This information is essential, please provide us with contact details of somebody remaining in the U.S..

**3. Independent Flight Arrangements.**

If you are arranging your own flights, please provide your complete flight information, giving us the following: dates of travel, airline(s), flight numbers, departure and arrival airports and departure and arrival times for all flight segments that you have booked. Transportation to and from the hotel on arrival and departure can also be arranged for those people booking their own flights. Please contact Discover Europe Ltd. for complete details.

**4. Rooming Requirements:**

Please tick the appropriate boxes. We will book non-smoking rooms (where available) unless otherwise requested.

- i). If you are sharing a room, please let us know with whom. If you would like to share a room but do not have a roommate, we will be happy to try and match you up but unfortunately cannot guarantee that this will be possible. **If no match is available, the single supplement will apply.**
- ii). A twin room has two separate single beds in it. A double room has one large bed. Please let us know your preference. Note that Queen or King size beds cannot be guaranteed.

**1. Passenger Details:**

Passenger Name(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

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

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

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

Work Telephone: (\_\_\_\_\_) \_\_\_\_\_

Date(s) of Birth: 1. \_\_\_\_\_

Date(s) of Birth: 2. \_\_\_\_\_

Passport #:1. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Passport #:2. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_  
\_\_\_\_\_

Other Comments or Notes: \_\_\_\_\_  
\_\_\_\_\_

Do you require any extra days accommodation at the Cavendish Hotel?

Yes / No

If so, for what dates: \_\_\_\_\_

**TERMS & CONDITIONS:**

1. Please be sure to complete both sides of this form.
2. Instructions to aid you can be found overleaf.
3. Space on this journey is limited and registrations are accepted strictly on a first come, first served basis.
4. Registration and payment imply acceptance of the terms and conditions described herein. This information, as well as your itinerary description regarding dates, inclusions and prices, form the basis of your individual contract with Discover Europe, Ltd.
5. Registration and payment waive and release Discover Europe, Ltd., and the Alumnae Association of Smith College, their affiliates, directors, officers, employees, including any person or entity employed or utilized by them, from all claims arising from any injury, loss, damage, accident, delay or expense resulting from events beyond their control, including, without limitation: natural disasters, war, strikes, incidents of politically-motivated violence, sickness or quarantine, government restrictions or regulations, and in the absence of its own gross negligence, arising from the use of any vehicle or from any act of omission by any bus or car rental agency, airline, taxi or tour service, hotel, restaurant, or other firm, agency, company or individual.
6. Discover Europe, Ltd. reserves the right to substitute hotels, airlines, activities or excursions in response to changes in availability, local events or weather conditions, provided such substitutions do not adversely affect the overall quality of the tour. Such substitutions do not constitute grounds for withdrawal with full refund.

**PAYMENT SCHEDULE:**

1. A deposit of \$800 per person must accompany this completed form, if it has not already been sent.
2. **The remaining balance will be billed and payable 60 days prior to trip departure.**

**REFUND POLICY:**

1. Participants who withdraw more than 60 days prior to tour departure will receive a refund of all monies received by Discover Europe, Ltd., less a \$200 cancellation penalty.
2. Participants who withdraw less than 60 days prior to tour departure will be assessed the following cancellation penalties:
 

59-31 days prior	\$1200 per person
30-15 days prior	\$2400 per person
14-2 days prior	\$3200 per person
less than 2 days prior	No refund
3. Comprehensive travel insurance is **not** included in your tour package. Discover Europe, Ltd., strongly advises that you purchase travel insurance for your upcoming trip. Smith College Alumnae Association will be providing you with a brochure describing the services of a recommended insurance company, which fully details the coverages, provisions, limitations, and exclusions of the insurance offered.
4. All cancellation requests must be received in writing (either by mail or e-mail).
5. There is no provision for refund for any activities missed due to the participant's absence once the tour has started.

**INCLUSIONS & EXCLUSIONS:**

1. All inclusions on *London Theatre Insights* are listed on the day-by-day itinerary.
2. The following are not included (unless specifically mentioned in the itinerary): transportation to and from the participant's home to their chosen departure airport, transfers from the airport in London to the hotel and back, passport fees, excess baggage charges, tips to hotel porters and items of a personal nature.

Return this form to:  
 Smith Travel  
 Alumnae House, 33 Elm St.  
 Northampton, MA 01063  
 or fax to: (413) 585-2015



This program is administered by:  
 Discover Europe, Ltd.,  
 P.O. Box 435, Dublin, NH 03444  
 Tel: (603) 563-7077, Toll Free: (866) 563-7077  
 discovereurope@earthlink.net



**3. Emergency Contact Information:**

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

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

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

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

**4. Flight Information:**

Do you want Discover Europe to book your flights:  
and/or airport transfers? Yes / No

Flight details (if self-arranged) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Rooming Requirements:**

I will be sharing with: \_\_\_\_\_

We would like a double \_\_\_ twin \_\_\_ bedded room

I would like a single room (see itinerary for supplement)

**6. Signatures:**

I have read and agree to the attached Terms & Conditions:

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

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