

**ITALY WITH FRIENDS TOUR REGISTRATION FORM**  
(updated 1/1/23)

Please complete the following information. (All information is confidential and will not be shared)

Last Name \_\_\_\_\_

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

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

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Tour Date Preferred: \_\_\_\_\_

Payment Method:(check one) Check:\_\_\_ PayPal(with fee):\_\_\_ Zelle:\_\_\_ OtherApp:\_\_\_

If sharing a room:

Name of fellow traveler: \_\_\_\_\_

Type of bed preference: (one bed) \_\_\_\_\_ (two beds) \_\_\_\_\_

Would like a bathtub \_\_\_\_\_ shower \_\_\_\_\_ (Cannot guarantee)

Passport Information: (Please include a copy of passport if possible)

Name as it appears on Passport: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Place of Issue: \_\_\_\_\_

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

Emergency Contact Information:

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

Contact Information: \_\_\_\_\_

Relationship: \_\_\_\_\_

The total cost per person is \$\_\_\_\_\_. Circle one: (Double-sharing) or (Single-alone). You will have to refer to website for correct tour cost. (Please see "What's Included Section" for complete list of what is provided in tour cost) **MAIL TO: Suzan Rozypal, 2132 FM 534, Sandia, TX 78383**

**(Please read and initial where noted and sign at bottom of page)**

Reservations, Deposits and Payments: To reserve a space on the tour, complete this form and mail it, along with the appropriate non-refundable deposit (\$500 each) to Suzan Rozypal, 2132 FM 534, Sandia, TX., 78383. If using credit card, you must log into [www.PayPal.com](http://www.PayPal.com) and sign-up (no charge). Then follow directions for “send money”. Make payment to [Srozypal@aol.com](mailto:Srozypal@aol.com). Remember there will be a 5% nonrefundable fee is using PayPal for every transaction. (Add \$25.00 for deposit) Your deposit (\$500) is credited against the total tour cost. Final payment is due 60 days prior to departure date. After deposit is received, you will be sent an invoice with the due date for the balance of payment. Periodic payments are accepted before final due date as well. Ask for details when paying with Zelle transfer or other payment Apps.

**Cancellations and Refunds:** In the unlikely event the tour is canceled, you will be entitled to a 100% refund (less a \$25 administration fee) within 4 weeks of cancellation. (Depends on reason for cancellation) If you cancel tour reservations for any reason: See **“Terms and Conditions”**.

**Insurance:** You are encouraged to purchase your own travel insurance to cover cancellation coverage, airline tickets, trip delay, lost luggage or any potential medical expenses. This tour does not provide coverage of any sort and you agree to travel at your own risk.

\_\_\_\_\_, I accept all liability for any accident, illness, injury, loss or damage I may sustain during the trip.

**Luggage:** You are allowed one suitcase (24"-26") and one small carry-on bag. See **“Terms and Conditions”** for exact dimensions on luggage. If you exceed this limit, there may not be space in the van to transport your excess luggage. You will also be responsible for handling your own luggage throughout the trip. See website for tips on luggage.

\_\_\_\_\_, I understand the luggage restrictions.

**Physical Activity:** There is a lot of walking on this tour and you will spend quite a bit of time on your feet while sightseeing. You must be able to be on your feet for extended periods of time. Most medieval towns were built as hilltop fortifications so you will find some challenging climbs in Tuscany. You must be very physically fit. If for some reason you are unable to take part in all scheduled activities, there will be no refund for unused portions of the trip, or for meals that a traveler wishes to have away from the group. There will be no refund for personal taxi or bus transportation used when unable to walk with group.

\_\_\_\_\_, I am in very good health, able to travel overseas, and take part in physical activity such as prolonged standing, uphill and downhill walking, and stair climbing as described in tour itinerary.

**Limit of Liability:** No responsibility is accepted for any loss, expense, accident, injury, or damage to any person’s property due to the actions or omissions of any person, or any cause, including but not limited to acts of God, acts of terrorism, war, strikes, defects in machinery, breakdowns of equipment, weather, quarantine, pandemic, COVID, negligence, loss of baggage, or other causes beyond my control. Such losses being the responsibility of the guest.

\_\_\_\_\_, I will not hold Suzan Rozypal(IWFT) liable for any unexpected occurrences throughout the trip.

**Tour Changes:** All information on the website or printed material is, to the best of my knowledge, correct. However, I reserve the right to make changes in accommodations, visits, daily itineraries, or size of tour at any time should it become necessary or desirable. Delays or itinerary changes caused by acts of God, pandemic, COVID, acts of terrorism, war, strikes, weather, traffic, or other unforeseen circumstances are beyond my control and I am not obligated to pay guests compensation.

\_\_\_\_\_, I am aware that the itinerary is subject to change unexpectedly.

**Privacy Policy:** Any and all information submitted by you is held in strict confidence. Your name, address, phone number, email, tour inquiry or purchase information will be used only for the purpose of this tour and will not be shared with any third parties.

**I have read and accept the above terms as written:**

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

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

## TERMS AND CONDITIONS for ITALY WITH FRIENDS TOURS

### 1. PRICES, DEPOSITS, PAYMENTS, REFUNDS

- a. Prices are shown per person, double occupancy (sharing room).
- b. Single supplement applies to anyone traveling alone.
- c. Triple/family rooms are possible, but sometimes not available. Prices will be figured accordingly.
- d. The deposit is **\$500**, due at time of booking. Your spot is not confirmed on a tour until deposit has been received. This deposit is non-refundable. Due to so many cancellations, I have had to change my policy on refunding deposits. If you join another IWF's tour in the future, your deposit will be rolled over to that tour however. (This applies only to the original tour member)
- e. Final payment is due **no later than 60 days** before departure of tour. You can make payments earlier if you like.
- f. Deposits and balance payments are accepted in several ways. You can pay by check, credit card using PayPal, through a bank transfer if you use (Zelle) Bank of America, or other payment apps. Make all checks payable to **Suzan Rozypal**. PayPal information is available at [www.PayPal.com](http://www.PayPal.com). There is a **5%** fee if using PayPal. (You must figure this amount in with each payment you make on PayPal.) To make a bank transfer using Zelle through Bank of America or using other payment apps, please contact me. After your deposit has been received you will be sent an invoice with the due date for the balance of payment.
- g. BFF discount: If you are a returning IWF tour member, take a thank you discount of \$100.
- h. Cancellations and refunds:
  - In the unlikely event that the tour would be cancelled by **me**, you would be entitled to a 100% refund (less \$25 administrative fee) within 4 weeks after the tour's cancellation. NOTE: After living through the world Pandemic it must be mentioned here that if anything occurs again like it did in 2020 due to the COVID pandemic, and all travel is forced to shut down, your deposit will not be refunded, but will be saved to put toward a future IWF tour when it is possible to travel again. If this does not occur within 5 years, you will be refunded your \$500, less a \$50 administrative fee. This is only in the case of a world pandemic.
  - If **you** cancel the tour reservation for any reason: **(Please note that your \$500 deposit is nonrefundable)**
    - ✓ **More than 60 days** before tour starting date: 100% refund, less your \$500 deposit.
    - ✓ **Less than 60 days** before tour starting date: 100% of your total payment, **less your deposit of \$500** is refundable for emergency medical reasons for yourself or immediate family member or for documented cases of accident, flood, fire, or crime. If you cancel for personal reasons, there will be **an extra \$500 charge.** (total \$1000) I am very flexible on reasons for tour cancellations, however they must be reasonable. This is a small group tour, so any cancellations affect the entire group. I will do my best to work with you on whatever issues arise. I will work to make changes to your rooming arrangements if necessary, but please understand that it may be too late to make any changes. If you booked as a double room traveler and then change to a single room traveler, you will have to pay the single supplement, plus any other charges that the hotel may require at such a late date.
    - ✓ **Less than 30 days** before tour starting date: If you cancel for **any** reason after this period, I will calculate your refund based on expenses that may have been prepaid for the upcoming tour such as hotels, meals, tours, etc., that cannot be refunded to me. Your trip deposit of \$500 will **not** be refunded.
    - ✓ **After tour starting date (in Italy).** If for **any** reason you must interrupt your trip after arriving in Italy, I will calculate the amount to be refunded based on any prepaid expenses or daily costs already incurred during the tour. Your deposit of \$500 will **not** be refunded. Once again, I will work with you, but chances are there will not be much refunded at this point. (See insurance information below.)

2. **INSURANCE:** You are encouraged to purchase your own travel insurance to cover cancellation coverage, airline tickets, trip delay, lost luggage or any potential medical expenses. Italy With Friends tours do not provide any protection coverage of any sort and you agree to travel at your own risk. You can find trip insurance for sale online and at most travel agencies. Many airlines offer insurance when you book as well.

3. **LUGGAGE: (PLEASE TAKE NOTE OF THESE RESTRICTIONS)** You are allowed **one (1)** roller bag no larger than 26x17x11. These dimensions (height, 26in.) must also include any **rollers** on the bag. I know that many of the new bags have very large rollers, so be sure and include them in the measurement. This roller bag must not be bigger than any of these dimensions when starting tour. (I understand that the depth (11in.) will grow as the trip progresses) If you have any concerns or questions about your bag size, please contact me immediately. I am sorry to be so strict about this issue, but luggage space is limited in the van and I must make it very clear to everyone how important these restrictions are. You are also allowed **one (1)** small carry-on type bag. Once again, I stress the word **small**. It can only be something like a small back-pack, tote bag or duffle. Sorry, but **any type** of bag with rollers **does not** meet this requirement, i.e. a computer bag with rollers. This bag must be small enough to fit underneath your van seat or to even be held. If you exceed any of these limits there may not be space in the van to transport your excess luggage. You are responsible solely for handling your own luggage throughout the trip. This includes loading or unloading the van. You may have to pull your luggage a short distance to reach your hotel and there could possibly be stairs to climb. Also, do not forget to check on your airline's luggage restrictions, they are changing constantly. I know these restrictions sometimes scare people, but you can do it. I have had many guests travel just fine with even smaller bags. If all else fails, you can purchase an inexpensive bag in your final city for all of your purchases or ship home new purchases from Mail Box Etc.
4. **STRENOUS PHYSICAL ACTIVITY:** There is a lot of walking on this tour and you will spend quite a bit of time on your feet while sightseeing. Some days you may possibly walk up to 10 miles, especially in towns like Rome or Florence. You may be on your feet without a break for up to 3 hours at a time while visiting museums. Be sure and take note of the activity levels listed for each day of your itinerary. Many of the streets are cobblestones and are very hard! Most medieval towns were built as hill-top fortifications so you will find some challenging climbs. Many times bathrooms are not readily available.
5. **NO SMOKING:** Sorry, but there will be no smoking allowed in the van or during guided tours. Italy has banned smoking in all public buildings, including hotels and restaurants. Some hotels may be able to provide smoking rooms if necessary. You will need to let me know this ahead of time. I will allow time during the tour for you to grab a quick fix outdoors if necessary along with all the Italians who still smoke constantly. Just be considerate about smoke odor following you into the van.
6. **TOUR CHANGES:** All information provided on website or printed information is, to the best of my knowledge, correct. However, I reserve the right to make changes in accommodations, visits, and itineraries at any time should it become necessary, or desirable. Delays or itinerary changes caused by acts of God, acts of terrorism, war, strikes, weather, traffic, traffic accidents, negligence, mechanical problems or other unforeseen circumstances are beyond my control and I am not obligated to pay guests compensation. Also, there will be no refund for any pre-planned activities or meals that you choose to have away from the group, no matter what the reason.
7. **TOUR SIZE:** Italy With Friends tours are small group tours. The tours are limited in size to 16 people, plus drivers. There must be at least 6 people for a tour to run. Most tours will consist of 8 people. For a tour to go over 8 people is completely my decision. This decision can be made at any time up until departure of the tour. If a tour consists of more than 8 people, there will be two vehicles, so there will be times that guests will not be in the van with me. This will require that everyone ride in both vehicles at some time during the tour.
8. **LIMIT OF LIABILITY:** No responsibility is accepted for any loss, expense, accident, injury, or damage to any persons property due to the actions or omissions of any person, or any cause, including but not limited to acts of God, acts of terrorism, war, strikes, defects in machinery, breakdowns of equipment, weather, pandemic, quarantine, negligence, loss of baggage, or other causes beyond our control. Such losses being the responsibility of the guest. Retrieval of such items will also be the sole responsibility of the guest. Italy With Friends is in no way responsible for the loss or retrieval of any guest's personal items that are lost, misplaced or stolen during the tour in Italy.
9. **PRIVACY POLICY:** Any and all information submitted to us by you is held in strict confidence. Your name, address, phone number, email address, tour inquiry or purchase information will be used only for the purpose of this tour and will not be shared with any third parties. There will however, be pictures posted of all tour participants on my website throughout the tour and afterwards. These will also be posted on Shutterfly.
10. **MEALS:** All breakfasts are included and will be served at our hotel. They are buffet type and include many items, both food and drink, to choose from. (They are continental and usually do not include eggs.) They will differ from hotel to hotel. You will have specific times for breakfast, but may choose to eat whenever you wish during that time

period. For most included lunches and dinners we will dine at local restaurants. Dining is truly wonderful in Italy and there are so many wonderful places to choose from. I have chosen a mixture of popular spots along with some out of the way hangouts. Most of the time you will order off a regular menu, sometimes you will have a set menu that will also have several options available. All meals will offer choices for vegetarians, but may be limited.

Beverages included with meals: Bottled water, tea or coffee (in moderation) are included with all meals. Wine is included with all dinners only, unless specified on itinerary. (2 glasses of wine per person, red or white) Sodas, beer or cocktails are not included unless specifically noted. I will always have ideas or suggestions about places to eat when meals are not included and planned. The hotels can give recommendations as well.