

# FOUR WINDS

*Tours & Travel*

## **DISCLAIMER and PAYMENT SCHEDULE**

Agreement by and between Four Winds Tours & Travel, hereinafter called FWTT; and **School's Name**, hereinafter called the CLIENT.

1. FWTT will provide all services listed as per the pre-negotiated terms of the last page of the itinerary submitted to your CLIENT.
2. The CLIENT shall accept full responsibility for any damage, misconduct, theft, and/or vandalism incurred by any member of the CLIENT'S group.
3. FWTT makes the arrangements well in advance and is not responsible for any force majeure-, including but not limited to strikes, war, weather related problems such as flight schedules/cancellations, traffic delays, interruptions and/or cancellations of outdoor activities, etc., which are beyond the control of FWTT.
4. All arrangements are made on a commercially reasonable effort basis and FWTT is not responsible for third party delays and cancellations.

### **PAYMENT SCHEDULE**

5. A \$1,500.00 binder check is due upon signing of this agreement.  
In addition any monies that have to be released for specific events such as airlines, tickets, and baseball, etc., will be due upon finalization of the event with the Vendors.  
  
25% of the balance is due 90 days prior to the trip  
50% of the balance is due 60 days prior to the trip  
Full payment is due 45 days prior to the trip
6. In the event of cancellation, FWTT is entitled to retain 100% of the sums which were spent by FWTT on behalf of the CLIENT together with any other contractual obligations incurred by FWTT on behalf of CLIENT plus ten (10%) per cent handling fee for FWTT. FWTT is entitled to 10% of the total group invoice amount as handling fee. In the event the cancellation is within less than 31 days prior to the trip, 100% of the total trip cost is due and non-refundable.

\* Kindly note each Vendor has gotten strict with their cancellation policy. However, if your trip must be cancelled for unforeseen circumstances, FWTT will continue to recover as much money as possible.

The undersigned do hereby agree to the terms and conditions set forth above.

\_\_\_\_\_  
Four Winds Tours & Travel Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Organization (Client)

\_\_\_\_\_  
Date

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