

## **Policies and Procedures for Friends Tours**

**RESERVATION PROCEDURE:** When a trip is offered with the price, proceed to mail your check with requested information, such as date, trip, menu choice (if requested), traveling companion (if there is one) and telephone number, made payable to Friends Tours, to Helen Andrews. Please limit your calls between 10:00 am and 6:00 pm to (805) 482-5269. Seats are assigned on receipt of the check.

### **YOUR CHECK CONFIRMS ALL RESERVATIONS.**

If you are celebrating a birthday or anniversary, please notify Helen.

Please include your telephone number and menu choice on your check or on a separate piece of paper. Many hours could be saved if you would comply.

**CANCELLATION POLICY:** No refunds will be issued within 45 days of trip unless a spot can be filled from the waitlist. Please advise Helen if someone else is using your ticket. If you are unable to travel on a day trip, let Helen know before 8:00 am so the tour is not delayed.

**TOUR POLICY:** Please note: Friends Tours does not discriminate against persons on the basis of disability. However, Friends Tours regrets that it cannot provide individual assistance to guests in wheelchairs for walking, dining, or other personal needs. Persons needing such assistance must be accompanied by an able-bodied companion. It is essential that the Tour Manager be notified of any special medical, physical, or other requirements as soon as possible. Friends Tours reserves the right to decline acceptance of any person as a member of a tour or travel group at any time when such action is determined by the Tour manager to be in the best interests of the health, safety, and general welfare of the tour.

All gratuities are included in the price of all tours. You may tip extra if you so choose.



## TOUR REGISTRATION WAIVER FORM

Name: **Sample Only** Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**TOUR NAME:** \_\_\_\_\_ **TOUR DATE:** \_\_\_\_\_

**HOW DID YOU LEARN ABOUT THIS TOUR?** \_\_\_\_\_

### EXCURSION POLICIES AND PROCEDURES

Arrive 15 minutes before departure time. Bus leaves promptly at the departure time. Please park in the NORTHEAST corner of the Library parking lot. No smoking or drinking (alcoholic beverages) on the bus. Thank you for your cooperation.

### WAIVER AND RELEASE

I/We have carefully read the description of the trip for which I/We are registering in consideration for being permitted by Friends Tours (FOCL) to participate in the above activity, I we/hereby waive, release and discharge FT from any and all claims for damages for personal injury, death, or property damage which I/we may have, or which may hereafter accrue to me, as a result of participation in said activity. FT (FOCL) is not responsible for any breakdown of machinery or equipment, acts of riots, thefts, pilferage, acts of God, or delays or changes in itinerary.

This release is intended to discharge in advance FT, their officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, successors, and assigns.

I/We hereby authorize Friends of the Camarillo Library (FOCL) and those acting pursuant to is authority to (i) record my likeness on any medium and (ii) use, reproduce, exhibit and/or distribute such recordings in any medium for promotional, advertising, educational, and /or other lawful purpose. I release and waive any claims or rights of compensation or ownership regarding such uses and understand that all such recordings shall remain the property of FOCL. I/We certify that I/We are 18 years of age or older or that my parent/guardian has signed below.

**YOU WILL RECEIVE A PRINTED COPY OF THIS WAIVER  
FOR YOUR SIGNATURE WHEN YOU BOARD YOUR TOUR BUS.**