

**BLACKMAN HIGH SCHOOL BAND  
NEW YORK CITY  
MARCH 28 – APRIL 1, 2015**

- Inclusions:
- Roundtrip Motor Coach Transportation via Gray Line of Tennessee
  - 1 Night Hotel Accommodations at Hampton Inn & Suites Harrisburg, PA North
  - 1 Hot Breakfast Buffet
  - 2 Nights Hotel Accommodations at Hilton Meadowlands Hotel
  - 2 Full Breakfast Buffets
  - Services of Local New York City Tour Guides (1 per Bus)
  - Visit to Grand Central Station
  - Admission to Broadway Show (Subject to Scheduling)
  - Shopping Time in Times Square
  - Admission to Top of the Rock Observatory
  - Upper Manhattan Tour (Central Park, Lincoln Center, Museum Mile, etc)
  - Lunch at John's Pizzeria
  - Midtown Manhattan Tour (Fifth Avenue, Times Square, Rockefeller Center, etc)
  - Statue of Liberty Tour
  - Ellis Island Tour
  - Visit to Chinatown/Little Italy for Shopping
  - Lower Manhattan Tour (Ground Zero, 9/11 Memorial, Wall Street, Chinatown, Little Italy, etc)
  - Visit to South Street Seaport
  - Services of a Spotlight Tours Representative
  - All Applicable Taxes and Gratuities
  - Inclusions Subject to Availability at Time of Booking
  - Itinerary Subject to Change

***Package Price Based on 120 Paying Passengers. Additional or fewer paid passengers may result in a price change.***

<b>Package Price per Person:</b>	<b>Quad</b>	<b>Triple</b>	<b>Double</b>	<b>Single</b>
	<b>\$745.00</b>	<b>\$763.00</b>	<b>\$846.00</b>	<b>\$1049.00</b>

**Saturday, March 28**

- 6:30 AM (CT) Depart School with rest stops, **Lunch, and Dinner (on own)** en route
- 11:30 PM (ET) Arrive **Hampton Inn & Suites Harrisburg, PA North**

**Sunday, March 29**

- 7:00 AM **Hot Breakfast Buffet (included)**
- 8:00 AM Depart Hotel
- 12:00 PM Meet your **Local New York City Tour Guides** and Arrive **Grand Central Station for Tour and Lunch (on own)**
- 2:00 PM Depart Grand Central Station
- 2:30 PM Arrive Theatre
- 3:00 PM **Broadway Show** Begins
- 6:00 PM Depart Broadway Show
- 6:30 PM Arrive **Times Square for Dinner (on own) and Shopping**
- 8:00 PM Depart Times Square and Walk to Rockefeller Center

8:30 PM Take the elevator up to the **“Top of the Rock”**...That’s the observatory on the top of Rockefeller Center.  
10:00 PM Depart Rockefeller Center  
10:30 PM Arrive **Hilton Meadowlands Hotel**

### **Monday, March 30**

7:00 AM **Full Breakfast Buffet (included)**  
8:00 AM Depart Hotel  
9:00 AM Meet your **Local New York City Tour Guides** and begin **Upper Manhattan Tour** to include:

- Central Park – There are many sights to see such as Strawberry Fields, a sanctuary dedicated to John Lennon, The Lake, Sheep’s Meadow.....
- Lincoln Center - The 16.3-acre Lincoln Center complex, the world’s largest performing arts center, is home to the 12 resident arts organizations listed below, representing the highest standards of excellence in symphony, opera, chamber music, theater, dance, film, and arts education.
- Museum Mile - The *Museum Mile* is a lovely stretch along 5th Avenue chock full of museums and other fine arts institutions.
- Upper Westside and more.....

12:30 PM Arrive **John’s Pizzeria for Lunch (included)**  
2:00 PM Depart John’s Pizzeria and Begin **Midtown Manhattan Tour** to include:

- Fifth Avenue – Lined with famous buildings and magnificent shopping (Tiffany’s, Bendel’s, Lord & Taylor.....)
- Times Square – “The Crossroads of the World”
- Rockefeller Center – The definition of art-deco and home to NBC’s Today Show as well as the famous ice-skating rink, Christmas Tree, and Radio City Music Hall

6:00 PM Arrive **Times Square for Dinner (on own) and Shopping**  
9:00 PM Depart Times Square  
9:30 PM Arrive Hotel

### **Tuesday, March 31**

7:30 AM **Full Breakfast Buffet (included)**  
8:30 AM Load Bus, Check out, and Depart Hotel  
9:00 AM Arrive **Liberty State Park to board the ferry to Ellis Island and Statue of Liberty.**  
12:00 PM Depart Battery Park  
12:30 PM Arrive **Chinatown/Little Italy for Lunch (on own) and Shopping**  
1:30 PM Depart Chinatown/Little Italy and begin **Lower Manhattan Tour** to include:

- Wall Street - The financial center of the World
- Ground Zero & 9/11 Memorial - The sight of the World Trade Center teaches about an important day in our history.
- Chinatown – The largest concentration of Chinese in America. Walking the streets you forget you are in America! It is also a great place to shop for those counterfeit Gucci, Fendi, Louis Vuitton watches and bags.
- Little Italy – So much immigrant history, so many incredible cafes & shops....

4:30 PM Arrive **South Street Seaport for Dinner (on own)**  
5:30 PM (ET) Depart South Street Seaport with rest stops and **Breakfast (on own)** en route

### **Wednesday, April 1**

12:30 PM (CT) Arrive School

### **Payment Policy**

October 14, 2014	\$190.00 Due per Person
November 18, 2014	\$190.00 Due per Person
January 13, 2015	\$190.00 Due per Person
February 17, 2015	Remaining Balance Due

### **Cancellation Policy: Cancellations at any time are subject to additional charges by the suppliers and vendors. All cancellations must be in writing and given to your teacher.**

Oct. 14, 2014 through Nov. 17, 2014	No Cancellation Fee
Nov. 18, 2014 through Jan. 12, 2015	\$275.00 Cancellation Fee per Person
Jan. 13, 2015 through Feb. 16, 2015	\$475.00 Cancellation Fee per Person
On or After Feb. 17, 2015	No Refund

### **Spotlight Tours, LLC – Terms and Conditions**

Spotlight Tours, LLC does not own, manage, control, or operate any transportation vehicle, hotel, restaurant, or any other supplier of services. Spotlight Tours, LLC shall act only as agent for the group in making arrangements for hotels, transportation, restaurants, or any other service, therefore, shall not be responsible for breach of contract, failure to comply with any laws such as the Americans with Disabilities Act (ADA), or any intentional or negligent actions or omissions on the part of such suppliers, and does not assume any liability whatsoever for any injury, damage, death, loss, accident or delay to person or property due to an act of negligence of, or default of, any hotel, carrier, restaurant, company or person rendering any of the services included in the tour, or by act of God. Further, no responsibilities are accepted for any damage or delay due to terrorism, sickness, pilferage, labor disputes, machinery breakdown, quarantine, government restraints, weather or other causes beyond their personal control. No responsibility is accepted for any additional expense, omissions, delays, re-routing or acts of any government or authority. Spotlight Tours, LLC is not responsible for lost or stolen baggage, or other personal items brought on the trip.

#### **MEDICAL CONSENT FORM**

It is the school's responsibility to provide a Student Medical Consent Form giving authorized school personnel permission to act in a medical emergency for the duration of this trip. The student's parents / guardians are to complete the school's Student Medical Consent Form and return it to the school. It is understood that Spotlight Tours, LLC and its representatives do not have the authority to administer, provide, or assist in first aid or medical care.

#### **CHANGES TO A TOUR**

The right is reserved to withdraw or add any inclusion and/or make such changes as may be found desirable for the convenience of the parties & the proper carrying out of the tour.

#### **INCREASE IN YOUR COSTS**

**The costs of any additional fuel surcharges/taxes imposed by the government, airlines, cruise lines, or bus companies will be the responsibility of the each individual and/or each group.** All monies received for travel services are forwarded to the supplier, except for the agent's commission.

Spotlight Tours, LLC shall not be held responsible for refund of monies not in their possession.

#### **CANCELLATION**

Any Cancellation at any time is subject to charges by the suppliers and vendors: to include tickets, transportation, accommodations, and any expense incurred in relationship to your trip. The group is responsible for all collection and charges.

#### **MEDIA RIGHTS**

On occasion, Spotlight Tours, LLC staff may take photographs of tour participants. Please be aware that these photos are for company use only and may be used in future guides, brochures, news articles, flyers, and web-sites without any type of compensation or consent.

#### **TRAVELER RESPONSIBILITY**

By embarking upon his/her travel, with or without signing and returning this form, the traveler, minor traveler, and parents/legal guardians of minor traveler voluntarily assumes all risks involved in such travel, whether expected or unexpected. In the case of a minor traveler, the minor traveler and his/her parents/legal guardian voluntarily assumes all risks involved in such travel, whether expected or unexpected. Traveler, minor traveler, and parents/legal guardians of minor traveler are hereby notified of the above stipulations, as well as, assuming risk for terrorism, civil unrest, war, act of war, medical, or climatic disruptions, and the possibility traveler may be unable to travel as scheduled because of personal situations. Traveler, minor traveler, and parents/legal guardians of minor traveler are responsible for any damages to the aircraft, bus, hotel, boat, or any transportation, accommodations, and facilities used in relationship to this trip. Any student or adult creating or exhibiting disruptive behavior may be removed from this trip and will not receive a refund of any type.

#### **MEDIATION AND ARBITRATION**

"Spotlight Tours, LLC desires to maintain friendly relationships with its clients and vendors. In order to provide for a mutually beneficial relationship, Spotlight Tours, LLC has established an alternative mediation program in the event of a misunderstanding or dispute between Spotlight Tours, LLC and its clients."

If a dispute arises out of or relates to this contract, or breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation laws of the state of Tennessee before resorting to arbitration, litigation, or some other dispute resolution procedure. If mediation is not successful, the parties will settle by binding arbitration of the laws of the state of Tennessee. Judgment on the award rendered by the arbitrator(s), or written agreements of the parties, may be entered in any court having jurisdiction thereof or written agreements of the parties. If litigation is necessary to enforce this agreement, the prevailing party(s) shall receive costs and attorney's fees.

**INDIVIDUAL TRIP AGREEMENT**

**BLACKMAN HS BAND**

**NEW YORK CITY**

**MARCH 28 - APRIL 1, 2015**

**EACH PERSON MUST MAIL A SIGNED COPY OF THIS FORM ALONG WITH CODE OF CONDUCT, 1<sup>ST</sup> PAYMENT SLIP, & 1<sup>ST</sup> PAYMENT TO SPOTLIGHT TOURS, ATTN:BHSB, 715 BANNER DR, MURFREESBORO, TN 37129.**

Name _____	Telephone Number _____
Street Address _____	
City _____	State _____ Zip _____
Please check the appropriate blanks:	
Student _____ Adult _____	Price per Person: <u>Quad</u> <u>Triple</u> <u>Double</u> <u>Single</u> \$745.00    \$763.00    \$846.00    \$1049.00

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By signing below you are verifying you have read and fully understand the terms and conditions and are agreeing to these terms and conditions.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**BLACKMAN HS BAND - PAYMENT #1 (ALSO MAIL THE SIGNED INDIVIDUAL TRIP AGREEMENT & CODE OF CONDUCT FORMS)**

**\$190.00 per Person**

**Due October 14, 2014**

Student Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

Adult Passenger Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Make checks payable to Spotlight Tours, Attn: BHSB, 715 Banner Dr, Murfreesboro, TN 37129**

**Please cut here-----**

**BLACKMAN HS BAND - PAYMENT #2**

**\$190.00 per Person**

**Due November 18, 2014**

Student Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

Adult Passenger Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Make checks payable to Spotlight Tours, Attn: BHSB, 715 Banner Dr, Murfreesboro, TN 37129**

**Please cut here-----**

**BLACKMAN HS BAND - PAYMENT #3**

**\$190.00 per Person**

**Due January 13, 2015**

Student Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

Adult Passenger Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Make checks payable to Spotlight Tours, Attn: BHSB, 715 Banner Dr, Murfreesboro, TN 37129**

**Please cut here-----**

**BLACKMAN HS BAND - PAYMENT #4**

**QUAD - \$175.00 per Person**

**All Final Payments Due February 17, 2015**

**TRIPLE - \$193.00 per Person**

**DOUBLE - \$276.00 per Person**

**SINGLE - \$479.00 per Person**

Student Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

Adult Passenger Name \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Make checks payable to Spotlight Tours, Attn: BHSB, 715 Banner Dr, Murfreesboro, TN 37129**

# SPOTLIGHT TOURS, LLC

## CODE OF CONDUCT

### PUNCTUALITY

Students are expected to be on time for each event and the departure of each event.

### PARTICIPATION

Students are expected to be prepared to participate in each event unless otherwise approved by the teacher and escort.

### RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity, and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. Students are expected not to harass others verbally or physically. Students are expected remain free from the influence of tobacco products, alcohol, or drugs. Students are expected not to use or possess such substances.

### RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws and any other rules established by the escort, teacher, or chaperones. Students are expected to respond in a respectful manner to all adults. Any violation of these rules may result in disciplinary action, which included but is not limited to sending the participant home at the parents' expense. Chaperones are present at each site visited, but at selected sites participants may have the freedom to explore on their own. It is important for each student to exhibit responsible behavior.

### RESPECT FOR PROPERTY

Students are expected to treat all property including motor coaches, hotels rooms, and all other property that is in contact with the students with care.

### FREEDOM FROM FEAR

Students are expected to contribute to a safe trip environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

By signing below you are verifying you have read and fully understand the written code of conduct and that you are agreeing to comply with the written code of conduct.

Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_