



Travel Committee Trip Disclosure Form

Incomplete forms will NOT be processed!



This form clarifies the policies of ILR and the commitment of the trip participant(s)

The ILR Richmond Stained Glass and Tacky Light Tour

ILR Day Trip: Tuesday, December 6, 2022

Sign-up Deadline: Thursday, September 1, 2022

One Bus: Minimum 30 participants; Maximum 40 participants

If interested in this outstanding trip, do not wait until the sign-up deadline to submit paperwork. Spaces are filled in the order of receipt and completion. Once the maximum (40) is reached, a numerical *wait list* is kept based on the submission date of **completed** paperwork. If you are traveling with a friend, make certain that your paperwork is submitted simultaneously, otherwise travel for both is not guaranteed

To secure your reservation/s for this ILR Member Trip, return this signed **Trip Disclosure Form, Traveler Questionnaire Form and Check, payable to ILR.** (*online registration is not available*)

Please initial each statement below. If a couple (i.e. husband and wife) are traveling together, both need to initial and sign this document. Copy for your records.

_____ ILR reserves the right to cancel a trip if the minimum numbers are not met. Money will be refunded.

_____ If a member cancels after the Sign-up Deadline (09/01/2022), and a replacement from the *wait list* is secured, a refund is issued, minus a \$2 administrative fee.

_____ If a member cancels after the Sign-up Deadline (09/01/2022), and there is ***NO waitlist***, ILR does not issue refunds; however, the member may secure his/her replacement with an ILR member, making financial arrangements with the replacement and notifying the ILR office no later than November 1, 2022.

_____ **Wait-List Policy:** If you are on the *wait list*, ILR will notify you as cancellations are received. Those who are still on the *wait list* at the time of the trip will be issued a full refund check.

_____ Primary communication with trip participants will be by E-mail.

Signature/s: PLEASE PRINT LEGIBLY AND SIGN

PRINTED NAME

_____ Signature _____ Date _____

PRINTED NAME

_____ Signature _____ Date _____

Please Submit with the Traveler Questionnaire!!

Office Use Only: Date Rec'd _____ Trip \$ Pd _____ Ck. No. _____