

CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-9140

REVISION - SEE BOLD RED

www.capitaltours.net

Dear Parents:

Capital Tours, Inc., in conjunction with Holten Richmond Middle School, is pleased to announce our 2019 tour to Washington, DC. Students and chaperones will depart from the school on **TUESDAY**, June 11, 2019 at 6:00 AM and will return to the school on **FRIDAY**, June 14, 2019 at approximately 7:00 PM. While in Washington, their tour will be conducted by an experienced tour escort. Eight meals, transportation, lodging, admissions, guide fees, escort services, complete insurance (see below), evening activities, hotel/restaurant taxes and tips are included in the tour rate. In addition, security officers will be hired to provide extra security for the group each of the three nights they are at the hotel. Although a sample itinerary is attached, below are listed some of the highlights as well as the features offered by the contract with Capital Tours, Inc.:

- * Fully escorted tour from arrival the first day through departure the last.
- * Accommodations at the Best Western in Springfield, VA, with private bath, air conditioned on a **quadruple occupancy basis for students, double occupancy basis for adults.**
- * While in Washington, transportation will be aboard deluxe motor coach service, air conditioned with lavatory facilities.
- * Capital Tours, Inc. maintains liability insurance as required by N.T.A. Each member of your group is covered for up to \$5,000.00 for accidental medical, \$ 2,000.00 for medical and hospital expense due to illness, up to \$3,000.00 accidental death and dismemberment and \$1,000.00 for accidental dental.

The cost for this tour, including transportation, is **\$764.00 per student**, based on capacity of the motor coaches.

The registration date of **December 14, 2018** has been established.

To Register: Please complete the attached registration card and return it with a **\$250.00 deposit (\$125.00 is non-refundable)** in the attached envelope by **December 14, 2018** **OR** you can go to www.capitaltours.net and register on-line. Second payment of **\$200.00** is due on **February 15, 2019**. Final payment of **\$314.00** is due on **April 10, 2019**. Please make all checks payable to Capital Tours, Inc. and **MAIL** to:

Capital Tours, Inc.
200 Merrimack Street, Suite 401
Haverhill, MA 01830

DEPOSITS MUST BE PAID IN ORDER TO CONFIRM YOUR CHILD'S PARTICIPATION

Parents wishing to pay by credit card or via their Pay Pal account **must first register** their child. You will then receive an e-mail confirming your child is registered. **Once you receive the second e-mail, containing your log-in information**, you will be able to make your payment securely on-line by logging onto [-www.mycapitaltours.com](http://www.mycapitaltours.com).

PLEASE NOTE: If the deposit amount is not received - the registration will not be considered complete.

If your account ends up being overpaid due to fundraising or scholarships applied after your final payment is received, refunds will be issued by check 30 days prior to the trip departure date.

An optional Travel Protection Plan is provided by Travel Insured International for an additional fee of \$37.50. The cutoff date to purchase this plan is January 4, 2019. Please contact Capital Tours at 978-373-9140 if you choose this option or check the box on the registration card.

If you have any questions, please contact Mr. Patrick Hamilton at Holten Richmond Middle School or call Capital Tours, Inc. Monday through Friday from 9:00 AM to 4:00 PM. **PLEASE DO NOT FORWARD PAYMENTS TO THE SCHOOL.**

PLEASE NOTE: The following cancellation policy will be strictly adhered to:

Cancellations postmarked prior to April 10, 2019 - forfeiture of \$125.00

Cancellations after April 10, 2019 will be subject to additional expenses incurred.

THERE WILL BE NO REFUNDS FOR CANCELLATIONS WITHIN TWO WEEKS OF THE TRIP DEPARTURE DATE.

PLEASE NOTE: There will be a \$20.00 fee for checks returned for any reason. Capital Tours is not responsible for items left at the hotel or on the motor coaches.

****Capital Tours reserves the right to modify the trip cost should the number of paying students (per bus) deviate significantly either higher or lower or in the event that motor coach fuel prices increase sufficiently to cause a fuel adjustment to the motor coach portion of the trip.**