



## TOUR RESERVATION FORM

Legal Name: \_\_\_\_\_ (as on Passport/Driver's License)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Name Tag Name: \_\_\_\_\_ (if different from your first name you listed above)

Roommate's Name: \_\_\_\_\_

Please list any special needs or requests: \_\_\_\_\_

Will you be celebrating a birthday, anniversary or any other special occasion while on this tour? \_\_\_\_\_

Departure Location:  Siloam Springs: Siloam Springs Regional Hospital     Springdale: Arvest Ball Park

Please check room preferences:  Two Beds     King     Handicapped

Tour Name: \_\_\_\_\_ Tour Date: \_\_\_\_\_

Do You Want Insurance  Yes     No **NOTE:** Tour Insurance Must Be Purchased At Time Of Deposit

*Policy Information is available at: [www.kincaidcoachtours.com/travel-cancellation-insurance](http://www.kincaidcoachtours.com/travel-cancellation-insurance) (Lite Coverage inside USA, Deluxe outside USA)*

Tour Price (per person)  Single     Double     Triple    Deposit Amount: \_\_\_\_\_ Insurance Amount: \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_ Number of people on this reservation: \_\_\_\_\_

Check Enclosed (Made Payable to Kincaid Tours)

Please Bill my Credit Card in the Amount of \$ \_\_\_\_\_      

Credit Card Number : \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_

**PASSPORTS ARE THE REQUIRED FORM OF ID FOR ANY TOUR THAT CROSSES THE U.S. BORDER**

### CANCELLATION & PAYMENT POLICY

**DEPOSITS & PAYMENTS-MULTI DAY TOURS:** \$50 deposit on tours 4 days or less; \$100 deposit tours 5-9 days; \$200 deposit on tours 10 days or more. Call for deposit information on Cruises and International Tours. **ONE DAY TOURS:** Full payment due with reservation.

**INDIVIDUAL CANCELLATIONS & REFUNDS:** Notice of individual cancellations should be made in writing. Individual cancellations are subject to the following penalties.

**MULTI DAY TOURS:** Cancellations made more than 45 days prior to tour departure are subject to a \$25 cancellation fee, plus any expenses incurred by Kincaid Coach on behalf of the client. Cancellations made forty-five to thirty-one (45-31) days prior to departure will be subject to a 50% cancellation fee plus any expenses incurred by Kincaid Coach on behalf of the client. NO refunds will be issued on cancellations made thirty to zero (30 - 0) days prior to tour date.

**ONE DAY TOURS:** Cancellations made more than 30 days prior to tour departure are fully refundable. Cancellations made thirty to fifteen (30-15) days prior to departure will be subject to a 50% cancellation fee, plus any expenses incurred by Kincaid Coach on behalf of the client. NO refunds will be issued on cancellations made fourteen to zero (14 - 0) days prior to tour date.

**TOUR CANCELLATION INSURANCE** is recommended and available at an additional cost. The cost is based on the dollar amount of your tour. Benefits only apply when you have purchased this plan within fourteen (14) days of the initial tour deposit/full payment of your tour. Brochures outlining coverage are available upon request.

**RESPONSIBILITY:** Kincaid Tours (under the management of Kincaid Coach Lines) acts only as your agent in arranging various accommodations and assumes no responsibility or liability in connection with the service of any conveyance. Kincaid is not responsible for loss or injury in connection with sightseeing, excursions, restaurants, foods or liquids, hotel or motel accommodations or loss of any personal item or baggage. The airlines, coach companies or other transportation companies concerned are not to be held responsible for any acts, omissions, or events during the time passengers are not on board. Kincaid reserves the right to accept, decline or to retain any person as a member of the tour. Kincaid reserves the right to make alterations in a tour, should it become necessary without penalty to the operator and/or cancel any tour prior to departure and shall be responsible for only those refunds of payments paid by said participants.

I have read the above cancellation and refund policy and have a full understanding of the policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOUR QUESTIONS?** Frank: (479) 225-6633 • Marsha: (479) 225-7598 • (800) 998-1902 • EMAIL: [FSCHERER@KINCAIDCOACH.COM](mailto:FSCHERER@KINCAIDCOACH.COM)

**MAIL RESERVATION & PAYMENT TO: KINCAID TOURS • P.O. BOX 1432 • SILOAM SPRINGS, AR 72761**