



# Reservation Request Form 2007-2008

Complete one form for each guest. Signature required for Billing Information and General Information and Conditions. Fax completed form to DPT at: 214.764.7608.

RSVP CONFIRMATION NUMBER

TRAVEL AGENCY NAME OR IATA NUMBER

TRAVEL AGENCY PHONE NUMBER

## CONTACT INFORMATION

LEGAL NAME (AS ON PASSPORT) LAST, FIRST, MIDDLE INITIAL

ADDRESS

CITY, STATE, POSTAL CODE, COUNTRY

PREFERRED NAME (NICKNAME)

DATE OF BIRTH (MONTH / DAY / YEAR)

MAIN PHONE

ALTERNATE PHONE

PASSPORT NUMBER

COUNTRY ISSUED IN

NATIONALITY

EMAIL ADDRESS (JOESMITH@MYISP.COM) USED FOR IMPORTANT NOTICES AND UPDATES

GENDER:  Male  Female  Transgender  Check if needing ASL services.

AMERICAN SIGN LANGUAGE (ASL)

## BILLING INFORMATION

CREDIT CARD TYPE

VISA  MasterCard  Discover  American Express

CREDIT CARD NUMBER

I authorize RSVP Productions, Inc. to charge deposits and payments to my credit card listed here in accordance with the payment schedule.

CARDHOLDER'S SIGNATURE

## EVENT INFORMATION

EVENT TITLE

EVENT DATE (MONTH / DAY / YEAR)

CABIN / ROOM NUMBER OR CATEGORY OF WAITLIST REQUEST

T-SHIRT SIZE

S  M  L  XL  XXL

DINNER SEATING

First  Second  Open

ROOM SHARE PROGRAM

I am a:  Smoker  Nonsmoker

HOW DID YOU HEAR ABOUT RSVP?

RSVPi Guest Referral  GLBT Publication  Direct Mail  RSVP Email  Website  Agent

BEDDING PREFERENCE

2 Twin Beds  1 Queen Bed

RSVP GUEST REFERRAL NAME & ID NUMBER, WEB OR PUBLICATION NAME

EXPIRATION DATE (MO/YR)

CID/CVC2/CVV2 CODE (FROM BACK OF CARD)

GROUP BOOKING CODE (IF APPLICABLE)

CARDHOLDER'S NAME

DATE (MONTH / DAY / YEAR)

## GENERAL INFORMATION AND CONDITIONS

**LIABILITY AND RESPONSIBILITY** - Each guest should carefully read the following conditions. Making a reservation or acceptance of tickets shall be deemed to be consent to the conditions outlined below.

RSVP Productions, Inc. (2535 25th Avenue S. Minneapolis, MN 55406-1234) the tour operator, a subsidiary of PlanetOut Inc., acts solely as an agent for the guest. PlanetOut, Inc. and RSVP Productions, Inc. (the tour operator), Pearl Resorts Inc., Holland America Cruise Lines, Brendan Worldwide Vacations, Amadeus Waterways, Ltd, Star Clippers Ltd, Princess Cruise Lines, Ltd, Cunard Lines, Austrian River Cruises, Viking River Cruises (the cruise line, resort, hotel, or subcontracted tour company) or any other cruise line or resort chartered by RSVP Productions, Inc., has no responsibility whatsoever in whole or part for any occurrences including but not limited to any delay, loss, accidents, personal injury, sickness, medical expenses, or property damage occasioned by fault or negligence of any person, employee or company entrusted with the performance of such service from whatever cause. The tour operator, owners of the tour operator, cruise lines or resort or the owners of the vessels or resorts, have no responsibility whatsoever for any expense or inconvenience caused by late arrivals and departures of trains, ships, airplanes, buses, autos or any changes of schedule beyond its control. The tour operator, cruise lines or resorts, or the owners of the vessels or resorts have no responsibility for the loss of, or damage to your luggage, money, jewelry, valuables or any other belongings whatsoever and howsoever caused.

All services, including but not limited to hotel accommodations, restaurants, shore excursions, water sports equipment, ground transportation and cruise transportation, are provided by contractors that are independent from, and that do not act for or on behalf of or as agents of or as joint ventures with the air carrier, tour operator, cruise lines or hotels, or owners of the vessels or resorts.

If, because of loss or damage to the vessel or need to repair the vessel or resort, or any other cause beyond the reasonable control of RSVP Productions, Inc., or any cruise line or resort chartered by RSVP Productions, Inc., the vessel or resort is unavailable, the tour operator shall have the right to replace the vessel or resort with a reasonably similar vessel or resort or the tour operator has the right to cancel the travel event and refund all monies to the guests. Such refund shall be the tour operator's, cruise line's, resort's and owner's of the vessels or resorts sole measure of damages. The right is reserved by the tour operator to make any changes, including itineraries and schedules that might become necessary with or without notice. The tour operator reserves the right to accept or decline any person as a member of the tour at any time.

The sole and exclusive responsibility of the air carriers and cruise lines or resorts shall be in accordance with and as limited by the contract of carriage set forth in the guest's ticket, baggage check and tariffs issued by the carrier/cruise line/resort this guest contract will be included with your tour documents and may be requested in advance by writing to the tour operator or the cruise lines. The guest ticket, when used, shall constitute a sole contract between the airlines/cruise line/resort and the purchaser of these tickets and/or guest. These carriers and other carriers are not responsible for any act, omission or event during the time the guests are not on board their planes or conveyances.

Any claim or dispute by the guest with RSVP Productions, Inc., arising out of or relating to this contract or services pursuant to this contract shall be settled by binding arbitration in accordance with the rules then in effect adopted by the American Arbitration Association, which arbitration shall take place in the State of Minnesota. A request for arbitration must be filed within six months from the guests scheduled departure date.

**VIDEO / PHOTOGRAPHIC RELEASE** - The guest agrees to participate in promotional, publicity, or merchandising pictures of the guests during this event. The guest hereby agrees that RSVP may use the security photo of the guest, if taken, for in-house record keeping. The guest hereby authorizes the reproduction, sale, copyright, broadcast and/or distribution of said video, sound recording and pictures without limitations. The guest further agrees and releases RSVP Productions, Inc., PlanetOut, Inc., their representatives and agents from any liability, loss, expense or claims arising from distribution, broadcast, sale or use of his or her likeness or voice. The guest certifies that he/she is over 21 years of age or has written permission from their legal guardian. If a guest desires not to be included in any promotional videos and pictures, there will be an opportunity during the travel event to sign a request form to not appear in any promotional material. RSVP Productions, Inc., will then attempt to exclude those guests who have signed such a request during the event, but no guarantees can be made by RSVP Productions, Inc. that the guest will not be included in promotional materials.

**FUEL OR PORT TAX SURCHARGE** - RSVP Productions, Inc. reserves the right to charge a fuel surcharge, port tax or gratuity increase should such a surcharge become necessary. A guest does have the option to cancel without penalty if the surcharge increase surpasses \$190.00 per person.

**PAYMENT/CANCELLATION/LATE FEE/NAME CHANGE POLICY** - RSVP Productions, Inc. reserves the right to cancel any reservation for non-compliance with this payment schedule and the cancellation fee will be charged according to this cancellation policy. A late fee of \$50 will be assessed for bookings or changes to bookings made within sixty days prior to departure date.

**PAYMENT SCHEDULE** - Per person in U.S. dollars (single occupancy 100% surcharge unless otherwise noted)

	Caribbean & Mexican Cruises / Land Tours / Resorts	QM2 (Stateroom Accommodations) / Mediterranean / Alaska / Riverboats	QM2 (Grill Accommodations)
Initial Deposit:	\$500	\$800	30%
Second (180 days prior):	\$500	\$800	30%
Final (90 days prior):	Balance	Balance	Balance

**CANCELLATION POLICY** - Per person in U.S. dollars.

	Caribbean & Mexican Cruises / Land Tours / Resorts	QM2 (Stateroom Accommodations) / Mediterranean / Alaska / Riverboats	QM2 (Grill Accommodations)
Over 120 days prior:	\$100	\$100	\$500
91-120 days prior:	25% of total package price	25% of total package price	40% of total package price
61-90 days prior:	40% of total package price	40% of total package price	60% of total package price
60 days or less prior:	100% of total package price	100% of total package price	100% of total package price

**NAME CHANGE FEE** - A name change fee of \$150 will be charged for each name changed. Name changes may not be allowed within 60 days of the scheduled departure.

**SIGNATURE / AUTHORIZATION** - To be signed by each guest.

I have read, understand and agree to the terms, liability, responsibility, payment schedules, deposit policy, cancellation policy, late fee, surcharge increase, and video tape/photographic release as written above. I am aware that travel insurance may be available for me to purchase. I hereby authorize RSVP Productions, Inc. and/or PlanetOut Inc. to access totals of passenger folio accounts if applicable. I hereby certify that I will not bring any illegal drugs aboard ship nor to any RSVP event and accept full responsibility and further agree to indemnify RSVP Productions, Inc. and/or PlanetOut Inc. for any fines, damages or charges brought against me concerning illegal drugs. This contract is enforceable by the laws of the State of Minnesota. This reservation request form becomes a contract upon receipt by RSVP with the initial deposit. If the undersigned guest fails to meet the outlined deposit/payment schedule, RSVP Productions, Inc. reserves the right to cancel this reservation and assess the cancellation fee as outlined above. I understand that cruise itineraries, ships, resorts and schedules are subject to change with or without notice. The guest is responsible for arriving at the point of departure, with all required documentation, at the time set forth in the tour documents. **The guest has sole responsibility for determining his or her immigration requirements and obtaining appropriate documentation, including but not limited to visas, passports, etc. Boarding will be denied for failure to possess the appropriate immigration documentation.** The tour operator, their agents, cruise lines or resorts or the owner of the vessels or resorts shall have no obligation to refund any amount paid by the guest in the event the guest misses the departure of the vessel or other means of transfer, as a result of the guest's failure to be at the point of departure as instructed.

GUEST SIGNATURE

DATE (MONTH / DAY / YEAR)

VERSION: R071006