



**Olney Theatre Center London Tour
October 23-29, 2017
Reservation Form**

Please complete this form and return it with your deposit of \$1,200 per person (personal check or money order made out to "Olney Theatre Center") to: Debbie Ellinghaus, Managing Director, Olney Theatre Center, 2001 Olney-Sandy Spring Road, Olney, MD 20832. Credit cards are accepted with a 3% convenience fee.

Name(s)

Address

Apt #

City/State/ZIP

Day Phone

Evening Phone

Email address

Accommodations (please check one):

- Queen Hilton Guestroom, double occupancy room to be shared with _____
- Twin Hilton Deluxe with two beds, to be shared with _____
- I would prefer a single room (additional cost for single room is \$1,046)

Upgrades

- I would like a quote for an upgrade to a King Hilton Executive (based upon availability)
- I would like a quote for an upgrade to a Suite (based upon availability)

Airfare

I realize my airfare is NOT included in the tour cost (please check one):

- I will arrange my own round trip airfare to and from London
- I wish to be included in the group flight from Baltimore to London at the most reasonable price available (bus transfer to and from Heathrow is included)

Extended Stay at Waldorf Hilton

() I'd like a quote for extra nights at the hotel for the following dates: _____

Optional Dinners (Guests may choose both)

() I/We would like to be included in the **Optional Dinner 1** on Wednesday, October 25, at a cost of \$80 per person.

() I/We would like to be included in the **Optional Dinner 2** on Thursday, October 26, at a cost of \$80 per person.

Optional Show

() I/We would like to be included in the **Optional Show** on Friday, October 27, at a cost TBD.

Medical Condition (please check one):

() I have no medical condition that could impede, prevent, or hinder my full participation in this tour.

() I have a medical, mental or physical condition, such as a heart condition, mobility issues, the need for walking aids, or any other infirmity that requires special attention. Kindly explain:

Travel Insurance

IT IS STRONGLY RECOMMENDED THAT EACH TOUR MEMBER PURCHASE TRAVEL INSURANCE. Please check one.

() Yes, I have purchased or intend to purchase travel insurance. I will provide Insider Cultural Tours with the name of the insurance company and the extent of coverage (i.e. trip cancellation, accident, sickness, loss or damage to baggage, travel medical insurance) below:

() No, I do not intend to purchase travel insurance, and therefore I release Olney Theatre Center and Insider Cultural Tours their trustees, employees, representatives and agents from claims, loss or damage incurred as a result of trip cancellation, delay, accidents, illness, property damage or loss, or any other claim that would have been covered by insurance had I purchased adequate coverage (please initial here): _____

Tour cost: \$4,950 per person, based on double occupancy and DOES NOT include airfare. Cost includes a \$500 tax deductible donation to the Olney Theatre Center (\$4,450 + \$500 donation). Deposit of \$1,200 per person is due July 10, 2017. Final payment of \$3,750 is due August 19, 2017. All tour members must sign and return Insider Cultural Tours Responsibility and Clause and Disclaimer below.

Signature

(by your signature you acknowledge you have read the Terms and Conditions and agree to them)

Insider Cultural Tours Travel Waiver

Responsibility Clause and Disclaimer

RESPONSIBILITY – Insider Cultural Tours is the tour operator. Insider Cultural Tours and Olney Theatre Centre is not responsible for changes of flight times, fare changes; dishonor of airline, cruise line, hotel or car rental reservations; delays; cancellations; losses; damage or injury to person or property; inconveniences; disappointment, mechanical defect or failure; cessation of operations; airline or tour operator bankruptcies; weather; strikes; criminal activity; acts of God; or any other event beyond its control; or any additional expenses occasioned thereby. Olney Theatre Centre, Insider Cultural Tours, its officers and employees have no special knowledge of dangerous conditions or other problems affecting your safety.

I understand and agree that travel may be dangerous. I am participating in the Tour with the full knowledge of the risk inherent in such participation, including possible physical injury or other loss or damage and agree to accept and assume any and all risks associated with participation in the Tour. On behalf of myself, my heirs, executors, administrators, employers, agents, representatives, insurers and attorneys, I hereby release and discharge Olney Theatre Center, Insider Cultural Tours, their officers, trustees, faculty, employees, agents and representatives (hereafter "Released Parties") from any and all liability, loss, expense, or claims for injury or damages arising out of, resulting from, in connection with, or in any way related to, my participation in the Tour.

I understand and agree to obey all rules, regulations, and laws of the locales to be visited, and all travel regulations, any rules or precautions issued by Insider Cultural Tours, their representatives or by any associated institutions or organizations or the United States government.

I accept the conditions as stated in the Tour brochure and promotional materials, including the statement regarding responsibility, and have submitted my reservation(s) as indicated.

SIGNATURE _____ DATE _____

Summary

- 6 nights of accommodation, the Waldorf Hilton
- Daily full English breakfast
- Best seats available to 4 exceptional London shows
- Best seats available to 1 optional London show
- 3 or more roundtable discussions with theater artists and art professionals
- Private tour of an outstanding London exhibition
- Coach to shows and exhibitions
- Welcome and Farewell dinners
- 2- 3 optional dinners
- 24/7 assistance by Insider Cultural Tours
- This is a land-only package – individual travelers will be responsible for their own airfare

Jason Loewith, Tour Leader

Jason has been the Artistic Director of Olney Theatre since 2013. At Olney, he's directed *Sweeney Todd*, *Angels in America, Part I-Millennium Approaches*, *Marjorie Prime*, *Carousel*, *Rancho Mirage*, *Avenue Q*, and *How to Succeed in Business Without Really Trying*. He won Lucille Lortel, Outer Critics Circle, and Jeff Awards for Best New Musical *Adding Machine: A Musical*, which he co-wrote with Joshua Schmidt and has been produced all over the world, including last year's production at the Finborough Theatre in London. He's directed more than 30 plays, written a handful, managed or produced hundreds and done just about every other job there is to do in a theater. He's a three-time grantee from the NEA for Artistic Excellence, a recipient of support from the Rockefeller MAP Fund and MacArthur's International Connections Fund, and a TCG New Generations Future Leaders Grant. In 2015, he received the Montgomery County Executive's Award for Excellence in the Arts and Humanities. He serves on the Board of Governors for theatreWashington and serves as a board member for Dog & Pony Theatre Co.

Debbie Ellinghaus, Co-Tour Leader

Debbie has been Managing Director of Olney Theatre since 2014. Before then, she held positions at the University of Maryland, Yale Repertory Theatre, Jean Cocteau Repertory Theatre, the Guggenheim Museum, and International Management Group (IMG) where she began her career as a Marketing Assistant. She also had a brief stint as an actress and trained with master teachers George Morrison, Mike Nichols and Paul Sills at the New Actors Workshop in New York, NY. At Olney Theatre, she partners with Artistic Director Jason Loewith to lead the staff and execute the mission and vision of the Theatre. She also serves as a liaison to Olney Theatre's Board of Directors, of which she is an ex-officio member. Since 2013, Debbie has served as Chair of the Downtown Columbia Arts and Culture Commission, a not-for-profit organization that helps to preserve the cultural significance of Merriweather Post Pavilion. She was recently elected to the boards of Medstar Montgomery Medical Center and the Olney Chamber of Commerce.

James Ryan, Insider Cultural Tours, Tour Host James Ryan is a playwright, screenwriter and film director. The former Chair of the Graduate Dramatic Writing Program at the Actors Studio/New School University, he teaches in the graduate dramatic writing program at Rutgers University. He is the recipient of fellowships from the National Endowment for the Arts, New York Foundation for the Arts, McKnight Foundation, and the Drama League Award

Terms and Conditions

Shows and Exhibits

We don't finalize the shows or exhibits until 90 days before departure.

What Is Not Included

THE COST DOES NOT INCLUDE GROUP AIRFARE, or any optional tickets, events, exhibits or services; meals not specified; any upgrades or changes to itinerary; personal items such as wines, liquors, a-lacarte orders, room service, and valet/laundry charges; expenses incurred by Insider Cultural Tours in making individual travel arrangements before or after the program; extended stays; and other items not

specifically mentioned as included. In order to keep your trip hassle free, all tips, gratuities, and service charges are included in the final price of this tour. Travelers will not be responsible for or required to tip anyone at anytime.

Group Airfare

Upon request, and if the minimum requirements are met for a group flight, Insider Cultural Tours will arrange for a group flight from Baltimore to Heathrow. Airfares are subject to applicable airline cancellation fees, which may be in addition to the cancellation fees below. Transfers to and from Heathrow airport will be included for those taking the group flight.

Itinerary Changes/Guest Speakers

While every effort will be made to carry out the program as planned, due to unforeseen schedule changes of guest speakers, guides, or other parties outside our control, the itinerary as described is subject to modification and change by Insider Cultural Tours.

Health Issues

To fully enjoy the tour, you should be in good physical and mental health. There is some walking required for this tour, and those with mobility issues, any infirmity, mental or physical condition, such as a heart condition, requiring walking aids, should take this into account before booking. Any physical condition requiring special attention, diets, or treatment must be reported in writing when the reservation is made. We reserve the right to decline to accept or retain any person as a tour member should such a person's health, mental condition, physical infirmity, or attitude jeopardize the operation of the tour or the enjoyment of other participants.

Cancellation and Refunds

Reservations are confirmed upon receipt of a deposit of \$1,200 per person (100% of the full payment required if a reservation is made within 90 days of departure). All cancellations must be submitted in writing or emailed to Olney Theatre Center and Insider Cultural Tours, and if they are made 72 hours after the reservation, they are subject to 50% of deposit (\$500) to cover administrative costs and handling regardless of the reason for cancellation. If cancellation is within 91 days of departure, it may result in additional fees, to cover liquated damages, penalties, and attrition costs incurred by Insider Cultural Tours on your behalf. The charge for cancellation from 89 to 60 days prior to departure is 35% of the selling price per person. The charge for cancellation from 60 to to 1 day prior to departure is 100% of the selling price per person. Cancellation on the day of departure or after tour departs: no refund. No refund for unused portions of tour, including, but not limited to, missed meals, hotel nights, and sightseeing. Cancellation by Insider Cultural Tours after departure: full refund, less the cost of service up to the time of the group's return. The trip is contingent upon meeting a minimum of 16 participants. In the event an insufficient number of persons desire to take the tour, Insider Cultural Tours reserves the right to cancel the tour and refund all deposits without penalty.