

SWEET HOME CENTRAL SCHOOL DISTRICT  
FIELD TRIP REQUEST FORM

**Overnight Trips**

Utilizing Chartered Busses, Planned Overnight Stays and/or Trips with Student Fees

8460F

1 of 3

Submission Date: 10/18/24

Submitted by: James Marone

School: High School

**Part I**

- 1) Date(s) of requested trip: 4/3-4/6/2025
  - a. Time leaving: 7:00 AM
  - b. Time returning: 9:30 PM
- 2) Destination: Chicago, IL Phone: \_\_\_\_\_
  - a. Estimated mileage – one way: 543
- 3) Pupil grade level(s): 9-12
  - a. Number of pupils: 53
- 4) Instructional Objectives: Historical, cultural and musical learning experience for HS music students
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?):  
The trip is an extra-curricular activity. There will be a parent meeting prior to the trip.
- 6) On Trip: (What instructional activities will occur on the trip?): Historical and cultural experiences. Musical performance.
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?): Students will share their experience with friends and family.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip?  
All ensembles will continue their preparation for spring concerts and NYSSMA evaluations
- 9) Supervising teachers: James Marone 716-863-5054  
Cory Morrow 716-432-3622  
Kim Harrison 716-901-6692
- 10) Other responsible parties: Horizon Club Tours
- 11) Substitutes Needs? Yes X No \_\_\_\_\_ How Many? 2
- 12) Will consent be secured form all parents/guardians? Yes X

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13) a. Will students have to pay for anything? Yes X No \_\_\_\_\_

b. Will school/activity pay? Yes \_\_\_\_\_ No X  
If so, how much? \$767-1,002 depending on the number of travelers  
For what? Bussing, Hotel, Meals, tours, Shows

14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students? Yes available No \_\_\_\_\_

15) Will a travel agency/company be used for the trip? Yes X No \_\_\_\_\_  
If so, what is the refund policy of the agency in the event of cancellation of the trip and is cancellation insurance provided? Please attach a copy of the refund cancellation policy.  
See attached - listed on terms & conditions page

16) Will trip retain the student overnight? Yes X No \_\_\_\_\_

How many nights? 3  
Where? Hampton Inn and Suites  
(if the answer to 12 is yes, please fill out Part II)

17) Will teacher substitutes be required? Yes X No \_\_\_\_\_ How many? 2

a. State mode of transportation requested:

Sweet Home Bus \_\_\_\_\_  
Private Car \_\_\_\_\_  
Chartered Bus X \_\_\_\_\_  
Other \_\_\_\_\_

b. Contact the Transportation Department if an outside transportation company is requested. The Transportation Supervisor, must approve all charter bus firms and charter bus drivers before a trip may take place. (Two weeks prior to trip)

Teacher making application:

James M. Marone  
(Signature)

Principal's Recommendation:

Approved: X  
Disapproved: \_\_\_\_\_  
Date: \_\_\_\_\_

[Signature]  
(Signature)

Superintendent of Schools Recommendation:

Approved: [Signature]  
Disapproved: \_\_\_\_\_  
Date: 10/28/24

[Signature]  
(Signature)

(Continued)

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**Part II**  
**For Planned Overnight Stays**

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- 1) Complete itinerary for each day including locations and times:

Itinerary is attached

- 2) Estimate total cost of trip – itemize:

SCHOOL COSTS

(Supplies and Equipment)

PER STUDENT

Trip Package (depending  
on the number of participants)

\$see attached

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ 0 \_\_\_\_\_

\$ 0 \_\_\_\_\_

- 3) Will students be raising money for the trip? If so, how much and how?  
(See Board of Education Policy #1423)

Yes X \_\_\_\_\_

No \_\_\_\_\_

Fundraisers will be set up to allow students to offset the cost of the trip

- 4) Please describe the student refund policy in the event of the cancellation of the trip: \_\_\_\_\_

Listed on the Terms & Conditions page prepared by Horizon Club Tours

If a travel agency is to be used, is the cancellation insurance provided?  
Attach the company's refund and cancellation policy.

Yes \_\_\_\_\_

No \_\_\_\_\_

- 5) Please attach a draft of a letter to go home to parents explaining all aspects of the proposed trip. Include the procedures to be followed if the trip is cancelled.
- 6) Please describe the nature and scope of the supervision for the trip: There will be 3 chaperones on the trip.  
Private hotel security will be utilized while at the hotel.

Teacher application: \_\_\_\_\_

(Signature)

School: \_\_\_\_\_

Date of application: \_\_\_\_\_

Attach to F.T.-2, PART I

SWEET HOME CENTRAL SCHOOL DISTRICT  
OVERNIGHT TRIP RULES & REGULATIONS

8460F.2

<b>TRANSPORTATION REQUEST</b>		<b>INSTRUCTIONS</b> 1) Requests must be submitted prior to each trip and sent to the Transportation Department 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
<b>THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL</b>			
Date of Trip: 4/3-4/6/2025		School: <b>High School</b>	
		Destination: Chicago, IL	
Departure Time From School: 7:00 AM		Return Time To School: 9:30 PM	
		Group: HS Music Department	
Number of Riders: 53	Teacher in charge: James Marone	Date Submitted: 10/18/24	Charge To:
Comments: (Include all Directions or Special Instructions) <b>Itinerary attached</b>     			
Approved by:	Title:		Date Approved:
<b>THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL</b>			
Date Received:		Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
Comments:     			
Approved by:	Title:		Date Approved:

White-Transportation

Blue-Transportation (Return to Office)

Yellow-Teacher

Pink-Office



SWEET HOME CENTRAL SCHOOL DISTRICT  
FIELD TRIP PARENT/GUARDIAN CONSENT/MEDICAL INFORMATION

8460F.1

Dear \_\_\_\_\_,

Your child's class has scheduled a field trip activity on \_\_\_\_\_ to  
(date)

\_\_\_\_\_  
(destination)

The group will be leaving at \_\_\_\_\_ AM/PM and plans to return at \_\_\_\_\_ AM/PM on  
\_\_\_\_\_.

Please sign and return the attached form by \_\_\_\_\_.  
(date)

Sincerely,

\_\_\_\_\_  
Teacher or Principal

**FIELD TRIP PARENTAL CONSENT**

I hereby give permission for my child, \_\_\_\_\_  
(child's full name)

to participate in a school sponsored education field trip to \_\_\_\_\_  
(place)

I understand that my child will leave on \_\_\_\_\_, \_\_\_\_\_  
(date) (time)

and is expected to return on \_\_\_\_\_, \_\_\_\_\_  
(date) (time)

**MEDICAL INFORMATION**

Name of family doctor \_\_\_\_\_

Doctor's phone number \_\_\_\_\_

Is your child taking any medication with him/her on the trip? \_\_\_\_\_

If so, what is it and who is expected to administer this medication? \_\_\_\_\_

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Date)

## SWEET HOME CENTRAL SCHOOL DISTRICT OVERNIGHT TRIP RULES & REGULATIONS

1. Please note that this trip is an extended field trip of Sweet Home Central Schools, all school rules from the student handbook and consequences are therefore in effect.
2. Information will be given out each night at room check. Please keep in mind that the itinerary is a guide and times may change. Everyone will be given the updates in the evening. All students are required to attend all scheduled events, on time.
3. Students are not permitted to rent or drive a motor vehicle of any kind while on the trip.
4. If you witness or have knowledge of students violating any of these rules, you must report it to the Head Coach immediately.
5. Any use or possession of alcoholic beverages or drugs by any student is not permitted on the trip. Any such student will be removed from the trip. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home at the guardian's expense. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home.
6. Students who break an establishment's rules or commit criminal actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
7. The use of tobacco products, e-cigarettes, vapes, etc. is strictly prohibited.
8. Electronic devices are permitted for student use on the trip and in the hotel.
9. Rooming Expectations:
  - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in a student being dismissed from the trip. Students are to remain in their rooms from curfew until at least 7:00 a.m. each morning.
  - No boys will be allowed in girls' rooms, or girls allowed in boys' rooms at any time.
  - Students may not leave the hotel without permission from the Head Coach.
  - No one will change rooming assignments without the explicit permission of the Head Coach. This permission will only be granted in the most unusual circumstances.
10. The condition of the rooms is monitored by hotel officials. Any damage in the hotel room should be reported to a chaperone upon check in. Otherwise, you may have to pay for damage you did not cause. Any damage which occurs in any room during our stay will be equally shared by all those assigned to that room.
11. Students will follow all team rules and procedures while on the trip.
12. If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone or Head Coach. Students will be briefed on emergency procedures.
13. If a student is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip along with written permission of this additional driver.
14. If a student does not comply with trip rules and regulations, the student may not be eligible for future athletic team trips.

*Please sign the back side of the page and return to your coach.*

# SWEET HOME CENTRAL SCHOOL DISTRICT OVERNIGHT TRIP RULES & REGULATIONS

Trip Location:	Date:	
	Names:	Cell Number:
Head Chaperone	James Marone 716-863-5054 Cory Morrow 716-432-3622 Kim Harrison 716-901-6692	
Other Chaperone	Horizon Club Tours	

- This trip is an official school function and all school rules and regulations are in effect. Students are expected to maintain the highest standards of personal behavior, conduct, and maturity.
- Any use or possession of alcoholic beverages or drugs by any student will be considered a major violation of rule #1. Any such student WILL BE REMOVED FROM PARTICIPATION IN THE TRIP. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home AT THE PARENT'S EXPENSE. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home. A referral will be made to the administration for any further action deemed appropriate according to school policy.
- Students who break an establishment's rules or commit "criminal" actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
  - Be sure to have cell phone contacts for Principal/ Athletic Director, and Superintendent.**
  - Any violation of these rules -#2/#3 above-- or any question of violation of these rules- immediately call the Principal/ Athletic Director, If you cannot reach him/her, call the Superintendent**
  - Maintain a roster of all students and emergency contact sheets.**
- The use of tobacco products, a-cigarettes, vapes, etc. is strictly prohibited.
- Electronic devices are permitted for student use on the trip and in the hotel.
- No one will change rooming assignments without the explicit permission of the head chaperones. This permission will only be granted in the most unusual circumstances.
- Rooming Expectations:
  - The head chaperone will establish an overnight curfew on each night of the trip. Curfew will be decided each day by the chaperones depending upon the arrival time back at the hotel.
  - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in action described in rule #2. Students are to remain in their rooms from curfew until at least 7 am each morning.
  - No boys will be allowed in girls' rooms, or girls allowed in boys' rooms at any time.
  - Students may not leave the hotel without permission from the chaperones.
    - Check/ search all bags before departing for any materials that should not be on the trip.**
    - Tape student rooms at night to enforce curfews.**
- Students will follow all chaperone rules and procedures while on the trip.
 

**Keep the group together when feasible. At times and depending on context, this may not be possible. In those cases, apply common sense, express your expectations for students clearly.**

**Establish guidelines for student movement on the trip that make sense given the age of the students and the area that you are in, always err on the side of student safety.**

**Students should never be allowed to go somewhere outside the hotel alone. Always in a group. Double check to verify that all students are accounted for whenever you leave a venue.**
- If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone (always available). Students will be briefed on emergency procedures.
  - Immediately notify parents of any illness or accident. Collaborate on a medical action plan if needed. Notify the administrator as soon as possible.**
- If your child is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip.
 

**Be sure to stay on site upon return until all students have been picked up by a parent/ guardian or an identified "other" person.**



SWEET HOME CENTRAL SCHOOL DISTRICT  
OVERNIGHT TRIP RULES & REGULATIONS

I, \_\_\_\_\_ the parent/guardian  
of \_\_\_\_\_ have read and agree to  
all the terms and conditions as outlined within the rules and regulations form. I  
understand that should my son/daughter not abide by all the rules, he/she would be  
sent home immediately. I would pay all expenses related to his/her transport home.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature   Student cell phone

I can be reached at the following numbers during the trip:

Cell phone 1: \_\_\_\_\_

Cell phone 2: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work hours: \_\_\_\_\_

*If you are unable to reach me, you may call the following contacts:*

Emergency Contact #1

Name: \_\_\_\_\_

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

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact #2

Name: \_\_\_\_\_

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

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_  
\_\_\_\_\_





To: Jim Marone, Cory Morrow, and Kimberly Harrison  
Sweet Home High School

From: Kristen Mayer  
Senior Group Travel Sales Advisor

RE: Music Department Trip to Chicago  
April 3-6, 2025

Date: October 8, 2024

Thank you for giving me the opportunity to assist you in planning your upcoming trip.

As of December 2017 the Department of Transportation instituted a new regulation requiring all motorcoach companies to have electronic logs on their buses.

Your driver can be on duty for a maximum of 15 consecutive hours on duty, 10 of which he/she can drive. The on-duty time includes when they turn off/on the motorcoach and are conducting their pre and post inspection of the vehicle at the beginning and end of each day.

In between service, your driver needs to be off duty for 9 consecutive hours, away from the bus.

I have enclosed the following items for your review:

1. Proposed itinerary.
2. Package inclusion letter with payment schedule.
3. Terms and Conditions.

Please return an initialed and dated copy of your package inclusion letter with payment schedule and terms and conditions.

If your final traveler count is different than the ranges given, your price will be adjusted accordingly.

If any of your travelers are interested in trip cancellation insurance, please let me know and I will provide you with a brochure and pricing.

If you want to make changes to your package or payment schedule, I am available at your convenience weekdays from 8:00 AM-4:00 PM at 716-630-3750 or via e-mail at [kmayer@nyaaa.com](mailto:kmayer@nyaaa.com).



## Sweet Home High School Music Department to Chicago

April 3-6, 2025

First Draft (10/8/24)

**NOTE:** Travel time is dependent on weather and traffic conditions.

Should there be changes in visitation guidelines as a result of COVID-19, your itinerary will be adjusted accordingly.

### Day One – Thursday, April 3

7:00 AM - Boarding begins at **Sweet Home High School** (1901 Sweet Home Road) in Amherst, NY.

7:15 AM **EDST** - Depart for **Chicago** with rest, lunch and dinner stops on route at **your own expense**.

6:30 PM **CDST** - Anticipated arrival time at **360 Chicago** (formerly John Hancock Observatory, 875 North Michigan Avenue, 94<sup>th</sup> Floor) for a bird's eye view of the Chicago city skyline.

- **NOTE:** Sunset is anticipated to happen at 6:35 PM today. An inquiry has been made for optional Tilt admission at your own expense and waiting on a response.

7:30 PM - Board the coach.

7:45 PM - Depart for the hotel.

8:15 PM - Anticipated arrival for check-in at the **Hampton Inn and Suites Bridgeview Chicago** (224) 513-0017 (7010 South Harlem Avenue) in **Bridgeview, Illinois**. The hotel's indoor pool is open 8:00 AM-10:00 PM daily.

- After the bus has been unloaded, you'll have time to enjoy the hotel pool.

11:00 PM - **A uniformed, private hotel security guard** begins to patrol the floors upon which your group is assigned.

### Day Two – Friday, April 4

7:15 AM - **Deluxe continental buffet breakfast** with hot items at the hotel.

8:15 AM - Board the coach.

8:30 AM - Depart for the day in **Chicago**.

9:15 AM - Anticipated arrival time at the **Field Museum** (1400 South DuSable Lake Shore Drive). Your general admission includes exhibits exploring more than 4.6 billion years of natural history, from ancient Egypt to Qing Dynasty China to the prehistoric era and beyond. The museum holds nearly 40 million societal artifacts and natural wonders that are only in America. Your admission includes experiencing the **Underground Adventure** immersive exhibit. You'll shrink to 1/100<sup>th</sup> of your actual size, smaller than a penny, to take a closer look at the soil beneath our feet. Once you're down to size, you'll meet a creepy, crawly cast of characters, including a giant mole cricket and a wolf spider. You'll learn about the diversity of life that soil supports and how every species needs soil to survive and thrive. Exhibit highlights include insects that dig holes and move earth, a protective earwig mama and her babies, ants hard at work, and plant root systems and how they feed off the soil.

11:45 AM - Board the coach.

12:00 Noon - Depart for **Navy Pier** (600 East Grand Avenue).

12:15 PM - You'll have time to explore the 50+ acres of parks, shops, restaurants and entertainment attractions at **your own expense**. Navigate your way through Amazing Chicago's Funhouse Maze, visit the Centennial Wheel and Pier Park, Chicago Children's Museum, Polk Brothers Park and Performance Lawns, Fountains, and Plaza.

**NOTE:** Guests 18 years and older may be asked to present a valid government ID upon entering all Navy Pier's facilities or grounds. Anyone under the age of 18 must be accompanied by a parent or legal guardian at all times, who is responsible for the safety and conduct of their minor guests.

2:30 PM - At this time, you'll board the coach.

2:45 PM - Depart for the **north end** of the **Magnificent Mile** (Michigan Avenue from Oak Street to the Chicago River) where there are plenty of shopping opportunities, at **your own expense**. You'll find **Chanel, Gucci, Lululemon, The North Face, Ralph Lauren, Nieman Marcus, Nike, Burberry, Under Armour, Sephora, Zara, Coach, Ulta, Apple**, and three shopping centers within a few city blocks! The shopping centers you can encounter are: **900 North Michigan Shops, The Shops at North Bridge, and Water Tower Place**.

5:00 PM - Everyone meets outside of **Ed Debevic's** (159 East Ohio Street – between North Michigan Avenue and North Saint Clair Street). Your meal consists of unlimited soft drinks, a **house salad** – lettuce, romaine, spinach, red onion, carrots, cherry tomatoes, croutons, with your choice of dressing, dessert, and your choice of entrée: **1) Chicago Style Hot Dog** – poppy seed bun, yellow mustard, neon green relish, chopped white onion, a pickle spear, tomato wedges, sport peppers, and topped with celery salt, **OR 2) Hamburger** – topped with lettuce, tomato, onion, and a pickle slice, **OR 3) Cheeseburger** – topped with lettuce, tomato, onion, pickle slice, and your choice of cheese, **OR 4) Veggie Burger**. All hamburgers, cheeseburgers, and hot dogs will come plain with condiments provided by the staff after arrival. Reservation for **5:15 PM**.





#### **Day Two – Friday, April 4 (con't)**

- 6:15 PM - After dinner, board the coach.
- 6:30 PM - Depart for the theater.
- 7:00 PM - Anticipated arrival time at the **Cadillac Palace Theatre** (151 West Randolph Street), where you'll attend this evening's performance of **Moulin Rouge!** Enter the world of splendor and romance, of eye-popping excess, of glitz, grandeur, and glory! A world where bohemians and aristocrats rub elbows and revel in electrifying enchantment. Welcome to **Moulin Rouge! The Musical!** Baz Luhrmann's revolutionary film comes to live onstage, remixed in a new musical mash-up extravaganza. Show time at **7:30 PM**. Run time 2 hours, 35 minutes.  
**NOTE:** Tickets are subject to availability at the time of deposit. Budgeted \$50/balcony ticket.
- 10:05 PM - After the show, board the coach.
- 10:20 PM - Depart for the hotel.
- 10:50 PM - Anticipated arrival time at the hotel.
- 11:00 PM - **A uniformed, private hotel security guard** begins to patrol the floors upon which your group is assigned.

#### **Day Three – Saturday, April 5**

- 7:15 AM - **Deluxe continental buffet breakfast** with hot items at the hotel.
- 8:30 AM - Board the coach.
- 8:45 AM - Depart for **Adler Planetarium** (1300 South Lake Shore Drive) in **Chicago**.
- 9:15 AM - Anticipated arrival time at the **Adler Planetarium**. Some of the exhibits you'll have a chance to explore include Chasing Eclipses, Other Worlds, Chicago's Night Sky, Universe in Your Hands, Clark Family Welcome Gallery, Community Design Labs, Doane Observatory, Historic Atwood Sphere, Mission Moon, Planet Explorers, The Universe: A Walk Through Space and Time, Telescopes: Through the Looking Glass, and Space Visualization Lab. Your admission includes admission to a **Sky Show**.  
**NOTE:** Group reservation requests for 2025 are being processed in December/January. If your group's requested date/time isn't available at the time of booking, your itinerary will be amended accordingly.
- 12:00 Noon - Board the coach.
- 12:15 PM - Depart for **Washington Hall** (15 West Washington Street – between North State and North Dearborn Streets).
- 1:00 PM - Anticipated arrival time for lunch at **your own expense**. Your options include sandwiches, salads and bowls, seafood, pizza, hot dogs and burgers, Indian, Puerto Rican, and Greek/Lebanese.
- 2:00 PM - After lunch, you'll have time to walk 3 blocks east to **Millennium Park**, where you'll find **Millennium Monument**, **Cloud Gate** (aka "the bean", and **Buckingham Fountain**. There are some great photo opportunities here.
- 3:00 PM - Board the coach.
- 3:15 PM - Depart for the **west end of The 606** (from 1805 North Ridgeway Avenue to John Walsh Park at 1722 North Ashland Avenue), which is a 2.7 mile, multi-use recreational trail and park.
- 4:15 PM - Anticipated arrival time at the **1805 North Ridgeway Avenue entrance of The 606**. It's a living work of art, an alternative transportation corridor, and a spectacular new green space for everyone to enjoy. Think Chicago's version of New York City's Highline. You'll walk from west to east, meeting the bus at **John Walsh Park**.
- 5:15 PM - Board the coach at **John Walsh Park** (1722 North Ashland Avenue), before continuing on to **Medieval Times**.
- 6:15 PM - Anticipated arrival time at **Medieval Times Dinner and Tournament** (2001 N Roselle Road) in Schaumburg. Your package includes guaranteed group seating, your group name announced during the event, four-course medieval feast (you'll be using your hands, but you can request utensils), and the two-hour live tournament. Your meal consists of garlic bread, tomato bisque soup, roasted chicken, sweet corn on the cob, herb baked potatoes, the dessert of the Castle, coffee, and two rounds of select beverages. The show begins at **7:00 PM** and lasts roughly 2 hours.  
**NOTE:** Vegetarian entrée selection -- garlic bread, warm pita bread with hummus, carrot and celery sticks, three-bean stew with fire-roasted tomatoes. You'll have the same dessert and beverage offerings.
- 9:15 PM - After the show, board the coach.
- 9:30 PM - Depart for the hotel.
- 10:30 PM - Anticipated arrival time at the hotel.
  - You'll have time this evening to pack in preparation for tomorrow's departure for home.
- 11:00 PM - **A uniformed, private hotel security guard** begins to patrol the floors upon which your group is assigned.

#### **Day Four – Sunday, April 6**

- 7:15 AM - **Deluxe continental buffet breakfast** with hot items at the hotel.
- 8:15 AM - Check-out of the hotel and load the coach.
- 8:30 AM **CDST** – Depart for home with rest and meal stops on route at **your own expense**.
- 9:30 PM **EDST** – Anticipated arrival time at **Sweet Home High School**.





To: Jim Marone, Cory Morrow, and Kimberly Harrison  
Sweet Home High School

From: Kristen Mayer  
Senior Group Travel Sales Advisor

RE: Music Department Trip to Chicago  
April 3-6, 2025

Date: October 8, 2024

**Your package includes:**

- Roundtrip motorcoach transportation. Please note that not all motorcoaches are equipped with wifi, usb charging plugs, or electrical outlets.
- **Three nights'** accommodation at the **Hampton Inn and Suites Bridgeview Chicago** in **Bridgeview, Illinois**. Please note that we've requested rooms with 2 double beds for your stay, this includes any rooms of 3 or 4 occupants.
- **Three deluxe continental buffet breakfasts** at the hotel.
- Timed admission to **360 Chicago**.
- Timed admission to the **Field Museum** with **Underground Adventure**.
- Dinner at **Ed Debevic's**.
- Admission to **Adler Planetarium** and **Sky Show**. **NOTE:** They're processing 2025 group reservations in December/January. Once your date and time have been confirmed, show options will be reviewed with your leaders.
- Ticket to see **Moulin Rouge!** at the **Cadillac Palace Theatre**. **NOTE:** Budgeted \$50 balcony seats, subject to availability at the time of booking and non-refundable payment.
- Dinner and entertainment at **Medieval Times Dinner and Tournament**.
- Sightseeing time at **Navy Pier**, the **Magnificent Mile**, **Millennium Park**, and **The 606**.
- **Three complimentary adults (2 at double and 1 at single occupancy).**
- Private hotel security.
- Gratuity and accommodations for your motorcoach driver.
- All taxes and gratuities for your meals and admissions.

**NOTE:** If your count is different than the ranges given or the motorcoach company imposes a fuel surcharge, your price will be adjusted accordingly.

<b>Pricing based on traveling on 1 (56) passenger D&amp;F Travel motorcoach with:</b>	<b>4 Students Per Room (Quad)</b>	<b>3 Students Per Room (Triple)</b>	<b>2 Adults Per Room (Double)</b>	<b>1 Adult Per Room (Single)</b>
<b>50-53</b> full paying travelers	\$767	\$815	\$939	\$1,231
<b>45-49</b> full paying travelers	\$808	\$857	\$981	\$1,273
<b>40-44</b> full paying travelers	\$860	\$909	\$1,033	\$1,325
<b>35-39</b> full paying travelers	\$927	\$976	\$1,099	\$1,392
<b>Pricing based on traveling on 1 (40) passenger Niagara Scenic motorcoach with:</b>				
<b>35-37</b> full paying travelers	\$876	\$925	\$1,049	\$1,341
<b>30-34</b> full paying travelers	\$958	\$1,006	\$1,130	\$1,422

**Payment Schedule:**

- **Friday, December 6<sup>th</sup>** – **non-refundable** deposit of **\$200 per paying traveler** (which includes your theater ticket), vehicle selection, your current traveler count, and initialed and dated proposal and terms and conditions.
- **Friday, January 16, 2025** – deposit of **\$350 per paying traveler**.
- **Friday, February 7<sup>th</sup>** – room list of all travelers, from which your balance due bill will be generated.
- **Friday, February 14<sup>th</sup>** – your balance.

**Customer's Initial and Date** \_\_\_\_\_

Please refer to our Terms and Conditions and Registration Forms for cancellation guidelines and other pertinent information.

Please send your payments to Horizon Club Tours, Attn: Kristen Mayer, 100 International Drive, Williamsville, NY 14221.





### TERMS AND CONDITIONS

**TRIP PROTECTION:** Horizon Club Tours recommends the purchase of Travel Allianz Travel Protection products to protect your trip investment. Please read the travel protection brochure for a description of the travel insurance benefits and assistance services offered. These brochures are available at Horizon Club Tours and may be completed in person or by phone with a Horizon Club Tours Travel Consultant.

**NOT INCLUDED:** Items of a personal nature and meals not listed on the itinerary.

**RESPONSIBILITY:** Horizon Club Tours acts as sales agents for the sightseeing/dinner cruise ship, bus lines, hotels, restaurants, theaters, sporting events, tour guides, and attractions who will actually provide the travel services you will enjoy on your vacation, group trip or business trip. The names of each of the companies agreeing to provide travel services to you are listed in your individual itinerary and tickets.

Because we act only as sales agents for these companies and maintain no control over their personnel or operations, only they can be responsible should any aspect of their travel arrangements not be to your satisfaction. Should you have any questions about the services provided to you by these travel service companies, please let us know as soon as possible so that we may assist you in adjusting the problem with them.

Moreover, since Horizon Club Tours obviously will have no control over unforeseen events that may occur during the course of travel, Horizon Club Tours must disclaim all responsibility and liability for any monetary, physical, or psychological injuries of any nature whatsoever arising from or caused by covid-19, acts of terrorism, civil strife, disturbance, war, or other upheaval or negligent or criminal act of whatever kind and nature that occurs during your travel.

**TOUR MEMBERSHIP/PHYSICAL DISABILITIES:** Group travel requires a unique blend of adventuresome spirit, physical and mental alertness, and a capacity for accepting situations as they exist—and not necessarily as we would find them at home. If you have health concerns, we suggest you contact your physician to determine the suitability of one of our tours. We regret that we are unable to accommodate all requests for special diets, itinerary variations, wheelchairs, or for individuals who require special assistance.

To enjoy your tour to the fullest, you should be in good physical and mental health. Any physical disabilities must be reported to Horizon Club Tours at the time of your reservation. Tour participants who require extraordinary assistance must be accompanied by a helper who is entirely capable and totally responsible for providing the required assistance. This is to help you choose the Horizon Club Tours Vacation that is best for you and to ensure the smoothest and most efficient operation of our tours.

**CANCELLATION AND CANCELLATION FEES:** All cancellations must be made in writing. All cancellations are subject to an administrative fee of \$50 per person. Penalties listed are per person:

<u>No. of Days Prior to Tour Departure</u>	<u>Cancellation Penalty</u>
96 days or more prior	25% of total cost
95 to 61 days prior	50% of total cost
60 to 46 days prior	75% of total cost
45 days and under	100% Nonrefundable

**NOTE:** All theater, sporting event, music festival, airline, or rail tickets, once paid in full are non-refundable, and this policy is in addition to the Cancellation Penalty.

Should one person cancel or leave the tour and a roommate remains, the remaining person will be charged the tour rate for the applicable single accommodations. This will involve an additional collection from the remaining person. Reimbursement will be made in the form of original payment.

**Group Leader's Initial and Date** \_\_\_\_\_



- DUPLICATE & SEND HOME FOR SIGNATURE
- COLLECT WITH DEPOSIT
- RETAIN COPY FOR YOUR RECORDS

**REGISTRATION FORM FOR:**  
**Sweet Home High School Music Department**  
**Chicago April 2-6, 2025**

**STUDENTS' NAME** \_\_\_\_\_ **TEACHERS' NAME** \_\_\_\_\_

**PARENTS' NAME** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY**

Your child is important to this trip, once registered, arrangements for hotel, transportation, attractions, theater tickets, etc., are made in his/her name. For this reason the following conditions apply:

Currently, your trip to **Chicago** is going to proceed forward with your Principal, Superintendent and/or Board of Education's approval. However, your Principal, Superintendent and/or Board of Education reserves the right to cancel this trip should a national security situation arise.

By reading and signing this contract you agree not to hold the school district or Horizon Club Tours liable for any financial loss that could be incurred due to penalties levied by vendors other than Horizon Club Tours within the tour cancellation time frame. Horizon Club Tours will do everything possible to keep any loss to a minimum.

**REFUNDS:** A **\$50.00 booking fee is non-refundable**. A student unable to attend the trip is encouraged to find a school approved replacement to avoid the loss of monies paid. Participants who cancel and do not arrange for a replacement will be responsible for **full payment of the trip** and will be sent a refund after the return of the trip equal **only** to the value of the refundable unused meals and admissions, **if any**. All meals, admissions, ferry, dinner cruise, sightseeing cruise, theater, sporting event, music festival, airline, rail, meal voucher, tour package, or other special event tickets, once paid in full are non-refundable, and this policy is in addition to the Cancellation Penalty.

**CANCELLATION AND CANCELLATION FEES:** All cancellations must be made in writing. All cancellations are subject to an administrative fee of \$50 per person. If your student is not able to travel due to constraints placed on them by your school or district, all payments are non-refundable. Penalties listed are per person:

<u>No. of Days Prior to Tour Departure</u>	<u>Cancellation Penalty</u>
96 days or more prior	25% of total cost
95 to 61 days prior	50% of total cost
60 to 46 days prior	75% of total cost
45 days and under	100% Nonrefundable

☐ I'm interested in a trip cancellation insurance quote. Traveler's Date of Birth \_\_\_\_\_  
Parent's Date of Birth \_\_\_\_\_ (include if you're traveling too)

Optional trip cancellation insurance is available upon request and must be purchased within 14 days of receiving your deposit from school. By doing so, you're covered for any pre-existing conditions for yourself, any other family members (parents, guardians, or siblings) on the trip, or family members not traveling).

Please contact Kristen Mayer at (716) 630-3750 weekdays 8:00-4:00 PM for your more details or your quote today.

**SPECIAL CIRCUMSTANCES:** If your Board of Education or Horizon Club Tours cancels your child's tour due to national security issues, all money returned to Horizon Club Tours from the vendors will be returned to you in full.

NSF Checks will be returned to the respective family and charged at \$50 NSF fee penalty.

No student will be registered for a tour without a signed registration form. I have read and fully understand these terms and conditions.

**PARENTS SIGNATURE & DATE:** \_\_\_\_\_