

## Reservation Request Form

Complete one form for each guest. In order to process your reservation request, signatures are required for Billing Information and Terms & Conditions. Scan and email completed form to RSVP at info@rsvpvacations.com or fax to 310.859.8886. Once your reservation has been entered, you will receive an official email confirmation from us which will require a second signature for the charges and a reacknowledgment of our Terms & Conditions.

### CONTACT INFORMATION

Last \_\_\_\_\_  
Legal Name (as it appears on passport)

First \_\_\_\_\_ MI \_\_\_\_\_

Preferred Name (Nickname) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Main Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

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

Date of Birth (Month / Day / Year): \_\_\_\_\_  
Must be 21 years or older

### CRUISE / TOUR AND OTHER INFORMATION

Cruise / Tour Name \_\_\_\_\_

Tour Dates \_\_\_\_\_

I am a:  Smoker  Nonsmoker

I am:  Male  Female  Transgender

Room preference:  2 twin beds  1 queen / king bed

All Dining is Open Seating

Check if needing American Sign Language ("ASL") services:

How did you hear about RSVP?  RSVPiP Guest Referral

RSVP Email  LGBT Publication  Website  Direct Mail

Event Name: \_\_\_\_\_ Other \_\_\_\_\_

If referred, by whom? \_\_\_\_\_

Their RSVPiP ID number \_\_\_\_\_

**When passports are required, they should be valid for at least six months beyond the completion of your trip.**

### EMERGENCY CONTACT INFORMATION

Name of Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

### PAYMENT SCHEDULE AND PAYMENTS

Per person in U.S. dollars (single occupancy 100% surcharge unless otherwise noted). The date, time, and place of each departure will be provided to you.

#### US Based Cruises

Initial Deposit: \$500  
Second (180 days prior): \$300 or balance, whichever is less  
Final (90 days prior): Balance, if remaining

#### All Other Cruises

Initial Deposit: \$800  
Second (180 days prior): \$500 or balance whichever is less  
Final (90 days prior): Balance, if remaining

### CANCELLATION POLICY - RSVP Highly Recommends trip insurance; no exceptions will be made to the cancellation policy for any reason

Days Before Departure	US-Based Cruises	All Other Cruises
151 +	\$50	\$50
121 - 150	\$150	\$500
91 - 120	\$250	30% of Package Price
61 - 90	40% of package price	40% of Package Price
60 or less	100% of package price	100% of Package Price

**NAME CHANGE FEE** A name change fee of \$150 may be charged for each name changed. Name changes may not be allowed within 90 days of the scheduled departure.

### BILLING INFORMATION

Credit Card Type:  VISA  MasterCard  Discover  American Express

Expiration Date (Mo / Yr) \_\_\_\_\_

CVV Code \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

I authorize RSVP Vacations, LLC ("RSVP Vacations") to charge deposits and payments to my credit card listed here in accordance with the payment schedule.

CARDHOLDER SIGNATURE: x \_\_\_\_\_ Date (Month/Day/Year): \_\_\_\_\_

After your reservation is made, we will send you a confirmation form that must also be signed and returned via fax, scan or smartphone photo.