



Group Tour
Guidelines
for the
Group Leader

Avenbury Lakes Homeowners Association

Group Tour Guidelines

Each day trip and tour is arranged individually for your group's enjoyment and travel pleasure.

Your comments and feedback are extremely valuable and welcomed.

- Each will be planned with reputable companies that carry the proper insurance and licensure for your safety.
- Group trips are to be paid in full at the time of sign-up. Please do not place your name on the sign-up sheet without paying at that time.
- Trips are offered to Avenbury Lakes residents first. If seats are available after residents have sufficient time to sign up, other guests will be permitted to take any remaining seats. To indicate your interest in taking a guest, after you have signed up, place that guest's name on the "wait list" along with your name and phone number.
- Use just one name per line on the sign-up sheet. Quick reference to this "head count" on the sign-up sheet is critical for the Group Leader.
- Fill out and sign a "Tour Waiver & Emergency Information" form which will remain in the Lodge Office and will be valid for one year from the date of signature. A copy of this form is carried by the Group Leader for reference in the event of an emergency. Sensitive information need not be included.
- Passengers will be boarded after the Group Leader has acknowledged your attendance. Seats can be chosen at random once aboard the bus. The front seats are reserved for the Group Leader and any handicapped person(s) who require special boarding. If you need special boarding accommodations, please let the Lodge Administrator know in advance.
- If you have special health concerns, please be prepared with medications, water, and snacks to get you through the day. The itinerary will include meals and rest stops scheduled at appropriate times.
- Individual company minimums apply. If we do not get sufficient participation by the indicated cut-off date, the trip will be canceled and a full refund given. The required participation number varies per trip and will be noted on the sign-up sheet.
- A refund for any trip can be obtained up to the indicated cutoff date. Let your request for a refund be known to the Lodge Administrator as soon as possible for processing.
- If a contract price decreases due to an increased number of participants and/or the earning of comps, the Group Leader will exercise discretion as to use of the surplus for the benefit of the entire group. In the case of a surplus, the Group Leader may purchase items such as treat bags, bottled water, driver tip, etc. or the overage may be added to the sponsoring group's Lodge account. The Group Leaders will not be compensated from ALHOA as that would put a financial burden on all participants.

(November 2017)

Avenbury Lakes Tour Waiver & Emergency Information

THIS VERIFIES THAT I HAVE READ AND UNDERSTAND THE GROUP TOUR GUIDELINES OF AVENBURY LAKES AND WILL ABIDE BY THESE GUIDELINES WHEN PARTICIPATING IN ANY TRIP SPONSORED BY AVENBURY LAKES.

BY SIGNING THIS WAIVER I RELEASE AND HOLD HARMLESS THE BOARD OF DIRECTORS OF AVENBURY LAKES, ITS AGENTS AND/OR REPRESENTATIVES, FROM ANY LIABILITY FOR ANY INJURY, ACCIDENT, THEFT, LOSS OR DAMAGE TO PROPERTY WHICH MAY OCCUR ON ANY TRIP SPONSORED BY AVENBURY LAKES.

SIGNATURE _____

DATE _____

PLEASE PRINT THE INFORMATION REQUESTED BELOW. ONE COMPLETED WAIVER PER PERSON PER YEAR IS REQUIRED TO ASSURE A SAFE AND CAREFREE TRAVEL PROGRAM. THANK YOU FOR YOUR COOPERATION!

NAME _____

ADDRESS _____

Cell Phone Number _____ Home Phone Number _____

EMERGENCY CONTACT _____
Name/Relationship

Phone

Address

City/State/ Zip

EXISTING HEALTH CONDITIONS _____

ALLERGIES _____

MEDICATIONS (RX) TAKEN _____

IS THERE ANYTHING YOU FEEL WE SHOULD KNOW ABOUT YOUR CURRENT HEALTH STATUS?

SPECIAL REQUESTS _____