



Dear Friend and Possible Fellow Pilgrim,

Thank you for inquiring about Inside the Vatican Pilgrimages. Our Easter 2016 pilgrimage will be our 26th since we began Inside the Vatican Pilgrimages in 2008, and each one has been unique. These pilgrimages are a total immersion experience—unrepeatable and unforgettable, informative and transformative. The focus is not solely on the stones of the Basilicas of Assisi, Norcia and Rome, but also on those living stones which are the souls of the people we encounter—the Franciscan Sisters and Brothers of Assisi, the Benedictine Monks of Norcia, the Vatican Cardinals and Monsignors, the Swiss Guards in Rome and even ourselves, the pilgrims.

If you would like to join us after you read through the attached Registration Packet, please mail the following completed forms to our US office: (space is very limited, so I suggest you act quickly!)

1. **Registration Form**—one per person with a copy of the picture page of your passport
2. **Deposit** - Check for \$1,000.00 per person of which \$500 is non-refundable. Please make checks payable to *Urbi et Orbi Communications*.
3. A \$1,500 donation to the *Urbi et Orbi Communications* will be included in your final payment. You will receive a tax-deductible donation letter for your taxes.*

Our US office address is:

Inside the Vatican Pilgrimages
14 W Main Street
Front Royal, VA 22630

Final Payment is due Friday, January 15, 2016.

If you choose the Land Package, we require you to arrive in Italy on Monday, March 21, 2016, one day before the Land Package begins on the morning of Tuesday, March 22, 2016. Please contact our office for more information.

Theresa Norris, our US Office Manager, will be able to assist you with the registration process. Theresa's email is TNorris@InsideTheVatican.com. If you should have any questions about the pilgrimage, please feel free to call me. We can both be reached at 1.202.536.4555.

I hope to greet you in Rome!

Deborah B Tomlinson
Chief Operating Officer
Inside the Vatican magazine

* A special \$1,500 charitable donation to *Urbi et Orbi Communications*, which publishes *Inside the Vatican* magazine, is included in the cost of the pilgrimage. These funds will be used to help finance the magazine, as well as to fund a scholarship for Orthodox seminarians to study in Rome or elsewhere in the West. The scholarships are part of the work of the Urbi et Orbi Foundation, a project of *Urbi et Orbi Communications*, which works directly with the Pontifical Council for Christian Unity to fund its scholarship program.



Terms & Conditions Easter 2016 Pilgrimage

Rates and Payments: Rates are based on applicable rates as of June 10, 2015. Total Cost: (\$1,500.00 donation is included)

Land and Air Package—\$7,495.00 (a \$1,000.00 air allowance is included)

Land Package—\$6,495.00

There are two payments:

- 1) **Deposit: \$1,000.00** – Due at time of booking. \$500.00 is **non-refundable and not covered by travel insurance**
- 2) **Final Payment: Land & Air Package—\$6,495.00** Due Friday, January 15, 2016, 65 days from departure.
Land Package—\$5,495.00 Due Friday, January 15, 2016, 65 days from departure.

Reservations, Payment Schedule and Donation: A \$1,000.00 deposit is due at the time of booking to make your reservation, and \$500.00 of this deposit is non-refundable. Balance is due 65 days prior to departure. If your reservation is received less than 65 days prior to departure, then full-payment is due at the time of booking. You will receive an IRS donation letter for the \$1,500 donation from Urbi et Orbi Communications. This donation is non-refundable.

Transfers: Transfers to and from the airport in Rome are included only if you purchase the Air & Land Package; otherwise you are responsible for your own transfers to and from the airport in Rome. Although Inside the Vatican Pilgrimages can book these transfers, if requested, the participant still will be financially responsible for the transfers.

Air Schedule: The Land and Air Package flights will be booked upon receipt of final payment. Land Package only participants are responsible for purchasing their own air flights. Inside the Vatican Pilgrimages require all participants who purchase the Land Package to arrive one day before the Land Package start date, if your flight is not the same as the Land and Air Package group flight.

Insurance: Included is comprehensive travel insurance covering against trip cancellation, trip interruption, lost or damaged luggage, personal injury or hospitalization, according to the terms of the travel insurance policy. A brochure will be included in your final packet. The cost of the travel insurance premium is non-refundable and is part of the deposit. Travel insurance becomes effective with receipt of the final payment. Only the package purchased is insured, therefore, if the Land Package is purchased, your air flights are not covered. **The \$500.00 deposit and the \$1,500.00 donation are not covered by travel insurance. Total cost covered by travel insurance: Land & Air Package—\$5,495.00 Land Package—4,495.00.**

Travel Documents: A valid passport is required for travel to Italy and **must remain valid until at least 6 months after your departure date from the United States.**

Unused Services: There will be **no refund** for any unused portions of the pilgrimage. Refunds will not be made to participants who miss any part of the pilgrimage for any cause whatsoever.

Itinerary: Although Inside The Vatican Pilgrimages and its agents and representatives will make every effort to adhere to the printed program and itinerary, on rare occasions it may be necessary to adjust arrangements due to unforeseen circumstances beyond our control (including, but not limited to, such circumstances as the weather, airline schedule change, hotel requisitions, political disturbances, or transportation mechanical problems). Should such adjustments be necessary, substitutions will be made to the best of our abilities. A refund will not be given. Any additional costs necessitated by such changes are the full responsibility of the participant. We do not guarantee entrance into Papal events/Masses or preferred seating at these events, due to circumstances beyond our control such as, but not limited to, long security lines, fewer seats available than the actual number of tickets distributed, etc.

Cancellations and Refunds: Cancellations must be received in writing and will be processed according to the date the written notice is received. Although a verbal cancellation is appreciated, it will not be accepted as official notice. Please mail the cancellation notice to the address below. Travel insurance may cover the remaining *insured amount* depending on the circumstances of the cancellation.

Monies will be refunded, minus the **cancellation fee, as follows:**

Insured Amount: Land & Air Package - \$5,495.00; Land Package - \$4,495.00, plus single supplement and domestic air*

65 - 35 days prior to departure: Cancellation Fee – 50% of the insured amount*

35 days prior to departure: Cancellation Fee - 100% of the insured amount*

*Insured Amount: Land & Air Package or Land Package. In addition, domestic air, if purchased through Inside the Vatican Pilgrimages and the single supplement, if applicable. (\$2,000.00 is non-refundable – \$500.00 deposit plus \$1,500 donation – and not covered by travel Insurance)

US State Department & Other Agencies: From time to time the US State Department (www.state.gov) and the Center for Disease Control (www.cdc.gov) and other government agencies and departments issue travel advisories or warnings for one or more of the destinations that you may be visiting on the pilgrimage. We encourage you to contact these agencies directly to obtain the most current information. Inside The Vatican Pilgrimages cannot change the cancellation terms or conditions based on the issuance of any such warning or advisory or the occurrence of any terror, health, or other incident in one or more of the places this pilgrimage is scheduled to visit.

Photography: Agents of Inside The Vatican Pilgrimages may take photographs or videos of its trips and trip participants. Participants grant Inside The Vatican Pilgrimages permission to do so and allow Inside The Vatican Pilgrimages to use such photos and videos for promotional or commercial use.

Participation: Inside The Vatican Pilgrimages reserves the right to decline, accept, remove or retain any participant on any of its pilgrimages if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the pilgrimage. In addition, all participants must adhere to the rules of Vatican City and the Rules and Restrictions of the *Domus Santa Marta* in the event that we visit the *Domus Santa Marta*. In the event any participant is removed from a trip, Inside The Vatican Pilgrimages is not obligated to refund to such person that portion of the payment allocable to unused services.

Final Package: A final package containing documents, applicable airline ticket information, local contact information, a pilgrim book, and travel tips will be mailed to each participant about 2 weeks prior to departure.

Registration Form

Assisi/Norcia/Rome/Manoppello/Lanciano Easter Pilgrimage
March 21 – March 31, 2016

Please check one: Land and Air Package Airport of Origination: _____
 Land Package

Name as it appears on your passport: *(Enclose a copy of the picture page of your passport with this form.)*

_____ Name you prefer _____

Address _____ City _____

State _____ Zip _____ Country _____

Home Number _____ Office _____ Cell _____

Fax _____ Email _____

Passport Number _____ Expiration Date _____

Date and Place of birth: *(Required by hotels in Italy and Vatican City)*

Hotel Accommodation: Single Double/Twin Triple Matrimonial

Name of Roommate _____

Dietary Restrictions _____

Physical Limitations: *(Please note any physical limitations or medical conditions that will impede you from walking long distances, standing, or climbing stairs.)* Do You Use: walker cane

Emergency Contact _____ Relationship _____

Contact Numbers _____

I have received and read the Terms and Conditions for the Easter Pilgrimage, **March 21 – March 31, 2016**. By payment of my deposit, I accept and agree to all of the Terms and Conditions. I also agree that Inside the Vatican Pilgrimages cannot be held liable for any injury or loss sustained during the pilgrimage.

Signature _____ Date _____

Print Name _____

Witness *(a non-family member)* _____

Witness *(print name)* _____