



Dear Sir or Madame,

Thank you for taking the time to read about Inside the Vatican Pilgrimages Christmas 2015 pilgrimage. This promises to be a once-in-a-lifetime pilgrimage.

If you would like to join us after reading through the attached Registration Packet, simply mail the following completed forms to our US office — space is limited, so I suggest you act quickly!

1. **Registration Form**—one per person with a copy of the picture page of your passport
2. **Letter of Recommendation** – this may follow since it is due 30 days from the date of deposit.
3. **Deposit** – Check for \$1, 500 per person. Please make checks out to *Urbi et Orbi Communications*. You will receive a \$1,000 tax-deductible donation letter for your taxes.

Our US office address is:

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

If you should have any questions about the pilgrimage, please feel free to call me. I can be reached directly at 1.202.536.4555 or by email at TNorris@InsideTheVatican.com.

Please let me know how I can assist you in joining this pilgrimage!

Theresa Norris
Executive Assistant
Inside the Vatican magazine



Terms & Conditions Christmas 2015 Pilgrimage

Rates and Payments: Rates are based on applicable rates as of August 25, 2015. If the exchange rate increases, we will invoice participants accordingly. Total cost: **Land and Air Package--\$7,700; Land Package--\$ 6,400.00; Single Supplement -- \$500.00 per person. (You will receive a \$1,000 IRS donation letter for the \$1,000 donation.)**

- 1- **Payment:** \$ 1,500.00 – Due at time of booking. (*\$1,000 donation; \$500 deposit*) **This is non-refundable and not covered by travel insurance**
2- **Payment:** \$ 6,200.00 (plus \$ 500.00 supplement if applicable) – **Land & Air Package** - due 60 days from departure, Tuesday, October 6, 2015.
\$ 4,900.00 (plus \$ 500.00 supplement if applicable) – **Land Package** - due 60 days from departure, Tuesday, October 6, 2015.

Reservations and Payment Schedule: A \$1,500.00 non-refundable deposit is due at the time of booking. Balance is due 60 days prior to departure. If your reservation is received less than 60 days prior to departure, then full payment is due at the time of booking. You will receive an IRS donation letter for the \$1,000 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 participants are responsible for purchasing their own air flights. Inside the Vatican Pilgrimages requests that all participants who purchase the Land Package arrive one day before the package begins, if your flight is not the same as the 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 insured.

Travel Documents: A valid passport is required for 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 program. 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. Monies will be refunded, **minus the cancellation fee, as follows:** (*Travel insurance may cover the remaining amount depending on the circumstances of the cancellation.*)

90 – 60 days prior to departure: \$1,500.00 (This is the deposit; travel insurance will not cover the deposit.)

59 – 30 days prior to departure: 50% of total cost*

Less than 29 days to departure: 100% of total cost*

*Cost includes: package cost – Land Package or Land and Air Package; domestic air – if purchased through Inside the Vatican Pilgrimages; and single supplement, if applicable. Travel insurance cost is non-refundable.

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. All cancellation penalties will remain in full force and effect as outlined on this form. Travel insurance may or may not cover these possible causes for cancellations. Please call Travelex Insurance for more information at 800.965.8859.

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. These photos will be available on our photo website, InsideTheVaticanPhotos.com, following the pilgrimage. A minimum fee is required to download all photos from the Christmas 2015 Pilgrimage gallery.

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 might be detrimental to the pilgrimage. In addition, all participants must adhere to the rules of the State of Vatican City. In the event any participant is removed from a pilgrimage, Inside The Vatican Pilgrimages is not obligated to refund to such person that portion of the payment allocable to unused services.

Letter of Recommendation: Due to the restricted private areas to which we may have access during our pilgrimage, participants may be asked to provide a letter of recommendation from their bishop or pastor, on his official Church stationery, with official embossed parish/diocesan seal. If this is requested, we will provide a sample letter of recommendation, which lists our requirements. This letter must be received within 30 days after receipt of your deposit or request, whichever is first, and at the latest, 30 days prior to departure. In the event that you are having difficulty obtaining the letter, please contact us. However, if no letter of recommendation can be arranged, and this has been requested, your reservation, regrettably, will have to be cancelled, and the cancellation policy will apply. Travel Insurance will not cover this type of cancellation.

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



Letter of Recommendation

Due to the restricted private areas to which we may have access to during our pilgrimage, all participants must provide a letter of recommendation from his or her bishop or pastor, on his official Church stationery, with an official embossed parish / diocesan seal.

This letter must be received within 30 days after receipt of deposit, and at the very latest, 30 days prior to departure.

In the event that this letter is not obtainable, please contact us. However, if no letter of recommendation can be arranged, your reservation, regrettably, will have to be cancelled, and the cancellation policy will then apply. *This type of cancellation is not covered by the travel insurance.*

Returning pilgrims are not required to provide a letter of recommendation.

A Sample Letter: (letter must be on official parish/diocesan stationery, with the embossed parish/diocesan seal, signed by the pastor/bishop)

September 28, 2014

Dear Deborah,

I have known John/Jane Doe for X years. I understand that they would like to join the Inside the Vatican pilgrimage to Rome and the Vatican. I understand that he/she/they may have access to restricted private areas inside Vatican City. From my encounters with John/Jane, I have every reason to believe that he/she/they will act in a discreet and proper manner befitting the privilege of being a guest inside Vatican City. Therefore, I can recommend that he/she/they join your pilgrimage.

Sincerely,

Father John Smith

Mail letter to:

Theresa Norris
Inside the Vatican magazine
14 W Main Street
Front Royal VA 22630

Registration Form
Christmas Pilgrimage 2015
Assisi, Norcia, Manoppello, Castel Gandolfo, Castelluccio and Rome
December 20 - 28, 2015

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 **December 20-28, 2015 Pilgrimage**. By payment of my deposit, I accept and agree to all of the Terms and Conditions. I also agree that *Inside The Vatican* cannot be held liable for any injury or injuries sustained during the pilgrimage.

Signature _____ **Date** _____

Print Name _____

Witness *(a non-family member)* _____

Witness *(print name)* _____