USAG Rheinland-Pfalz Family and MWR Outdoor Recreation
Community Family and Morale, Welfare and Recreation

DRACULA'S TRANSYLVANIAN HALLOWEEN AIR TRAVEL REGISTRATION PACKAGE

Instructions: This form must be filled out by the customer and returned to Kaiserslautern Outdoor Recreation in person or by email to Kaiserslautern Outdoor Recreation **before payment can be processed.**

This form may be filled out electronically (preferred) or filled out in **BLOCK CAPITAL LETTERS** in blue or black ink.

Page 1 - Payment Agreement

A) Fill in **your name** in the first paragraph and signature blocks.
B) Fill in the **number of spaces** requested.
C) Unless you are making payment in full, **Leave Total price of The Trip and Deposit amount blank.** They will be filled in by ODR when you make your initial payment.
- i) **If you are paying in full**, note the total price of the trip and leave the deposit amount blank.
  - a) This will be noted and the payment schedule and the section describing **non-refundable deposits will not apply to you.**

D) **Date and sign** page 1.

Page 2 - Registration form

A) In **BLOCK CAPITAL LETTERS** fill in each passenger's travel document information, which **must match your passport exactly.** Each entry is **mandatory for the first passenger.**
- **i) Last name, First name and Middle Name/Initial matching your passport**
- **ii) Date of Birth (Month/Day/4 digit year)**
- **iii) Sex**
- **iv) email address**
  - a) At least **one valid email address is required.** You may include additional email addresses on lower entries
- **v) Cell phone number**
  - a) At least **one valid cell phone number is required.** DSN or landline phone numbers may be entered on lower entries

B) **Each passenger, regardless of age, requires their own entry in the form.**

C) **This form will be submitted to the airline for ticketing.** Any **name change fees caused by incorrect entries** onto this form will be the **responsibility of the customer** and **must be settled** at the airport **before your boarding pass will be issued.**

Scan the signed and completed form and email it to marcus.j.philipp.naf@mail.mil and kerri.a.schmitt.naf@mail.mil or hand deliver it to Outdoor Recreation, Pulaski Barracks, bldg. 2905 during normal business hours.

Cc: a copy to jason.c.proctor2.naf@mail.mil

When your form is received by ODR, you will be contacted for payment.

USAG Rheinland-Pfalz Family and MWR Outdoor Recreation
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PAYMENT AGREEMENT

This Agreement, (hereafter referred to as the "Agreement") is made and entered into by and between the USAG Rheinland-Pfalz Outdoor Recreation Division, a section of Community Family and Morale, Welfare and Recreation Fund (hereafter referred to as Outdoor Recreation) and _____ (hereafter referred to as "Customer").

Outdoor Recreation agrees to accept payments for _____ spaces on Transylvania Air Travel **29 Oct - 2 Nov, 2021** (hereafter referred to as "The Trip" from Customer. Total price of The Trip is $_____

In exchange for the privilege of making payments on the trip, Customer agrees to make a non-refundable deposit in the amount of $_____ (50% of total trip price). Customer agrees that this deposit shall be forfeited in the event of a customer initiated cancellation for any reason. In the event of real-world or military necessity, Outdoor Recreation reserves the right to consider granting the customer a partial refund of their deposit, after all 3rd party cancellation fees are paid.

3rd Party Cancellation Fees: Certain fees are charged by 3rd parties in the event of a cancellation after the trip departure has been confirmed by Outdoor Recreation. Examples include but are not limited to name change fees assessed by airlines after ticketing has occurred and cancellation fees by hotels or other vendors. Customer agrees that these fees will be deducted from any refund issued by Outdoor Recreation regardless of the reason for customer cancellation, including military necessity or deployment.

Travel Insurance: Due to the non-refundable nature of 3rd party fees, Outdoor Recreation advises customer to purchase travel insurance from a licensed provider such as ADAC or USAA.

Payment Schedule.: This agreement is entered into with a non-refundable deposit by Customer against the total price of The Trip. Customer agrees to make scheduled payments applied to the remaining balance due.

- 50% of total trip price shall be paid upon registration
- 75% of total trip price shall be paid not later than **15 July, 2021**
- 100% of total trip price shall be paid not later than **21 August, 2021**

Cancellation Fees. In the event of cancellation initiated by Customer, or failure by Customer to make timely payments as scheduled, Outdoor Recreation reserves the right to pro-actively cancel Customer's reservation and assess the following cancellation fees. Cancellation of The Trip in its entirety by Outdoor Recreation shall be fully refundable.

- Customer cancellations shall result in a minimum cancellation penalty of the loss of deposit.
- Total cancellation penalties shall be calculated at the time of customer cancellation and shall include at a minimum, all 3rd party cancellation fees and standard ODR cancellation fee based upon the time of cancellation.

Entire Agreement. This Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This Agreement may not be amended, altered, modified or changed except by a written addendum signed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this day of _____, 20____.

Customer Name:_____ Customer Signature: _____.

Staff Name:_____ Staff Signature: _____.

This information will be submitted to the airline exactly as you write it and will not be edited in any way by ODR. It must match your passport exactly. You may be responsible to pay additional supplements at the airport if changes to names or birth date must be made at the ticketing gate to make your ticket match your passport. Birthdate must be written in the format of MMM/DD/YYYY (i.e. JAN 01 1999). DO NOT USE THE "03/07/1999" format for writing birth dates.

1. **Name** Last

USE BLOCK CAPITAL LETTERS

First

Middle

2. **Date of Birth** *(mm/dd/yyyy)*

3. **Sex** M F

4. **Place of Birth** *(City & State if in the U.S., or City & Country as it is presently known.)*

Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)

5. **Social Security Number**

6. **Email Address** *(e.g., my_email@domain.com)*

7. **Primary Contact Phone Number**

Month, Day, Year

Passenger 2 information

1. **Name** Last

DO NOT ABBREVIATE BIRTH MONTH TO NUMBERS

First

Middle

2. **Date of Birth** *(mm/dd/yyyy)*

3. **Sex** M F

4. **Place of Birth** *(City & State if in the U.S., or City & Country as it is presently known.)*

Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)

5. **Social Security Number**

6. **Email Address** *(e.g., my_email@domain.com)*

7. **Primary Contact Phone Number**

Month, Day, Year

Passenger 3 information

1. **Name** Last

USE BLOCK CAPITAL LETTERS

First

Middle

2. **Date of Birth** *(mm/dd/yyyy)*

3. **Sex** M F

4. **Place of Birth** *(City & State if in the U.S., or City & Country as it is presently known.)*

Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)

5. **Social Security Number**

6. **Email Address** *(e.g., my_email@domain.com)*

7. **Primary Contact Phone Number**

Month, Day, Year

Passenger 4 information

1. **Name** Last

DO NOT ABBREVIATE BIRTH MONTH TO NUMBERS

First

Middle

2. **Date of Birth** *(mm/dd/yyyy)*

3. **Sex** M F

4. **Place of Birth** *(City & State if in the U.S., or City & Country as it is presently known.)*

Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)

5. **Social Security Number**

6. **Email Address** *(e.g., my_email@domain.com)*

7. **Primary Contact Phone Number**

Month, Day, Year