

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Band Trip to London

Date: December 4, 2018

Attached is the formal request from Daniel Briggs and Rich Chapman to take band students on a performance and educational tour to London, England from December 27, 2019 – January 3, 2020. The estimated cost of the tour, based on 85 travelers, is \$3,500 per student. Students interested in this trip can participate in fundraising opportunities that can significantly reduce the cost, given that the students have a year before the tour takes place.

This is an education tour covered under Board Policy 7050. The Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent, and Board.

I support this request. It is a unique opportunity for our students to refine their performance skills and build community with students and staff while providing a valuable international learning experience.

JF:rp

enc.



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

Music Department

gbnb.com

October 23, 2018

Dr. Finan,

The Glenbrook North Band program writes you to request permission to take an educational tour in London, England. The program, which centers around a marching band performance at the New Year's Day parade in downtown London, would take place December 27th, 2019 through January 3rd, 2020. Enclosed are district documents requesting overnight travel, financial information sheets, an offer document from Youth Music, and a proposed itinerary for our trip. Once you have had a chance to review, please do not hesitate to ask any questions you may have.

Within the performing arts, taking learning completed in the classroom to a global stage represents a significant goal for educators and students alike. The GBN band program has a brilliant history of successful travel. The tradition of the program has been to provide every student a domestic and international experience during their four years at GBN. Following a plan of "Home year, domestic year, home year, international travel" next year is our opportunity to travel overseas and continue to provide that well rounded experience for each student.

As we look to the future of the Glenbrook North Band program, we hope that this tour will serve as a means to inform our community of the benefits of music education. Through music, you have an opportunity to take a universal language (music) and see and interact with a global community. Additionally, this experience will help support the growth of our marching program. While all students in the marching program are part of our curricular concert bands, not all students in the concert bands have had an experience with marching music. This trip will require students to demonstrate skills in both, but will be open to everyone, regardless of previous experience.

The tour will span seven days and cost approximately \$3,500 per person. Included in the cost of the trip, is airfare, accommodations, and ground transport once in London. Twelve meals (Six breakfasts, three dinners, and voucher meals for restaurants in the area) are also included in the price of the trip. Additionally, the cost are trips for three adults (Two directors and one medical professional), transport of large equipment required for the trip and admission for the group to local museums and city tours. Students will be provided opportunities to fundraise for this trip on three separate occasions from formal announcement of the trip to conclusion. (Fundraising in Fall of 2018 and 2019 and fundraising in the Spring of 2019) In our fall fundraiser last year, which is run annually, a student was able to raise over \$1,500 towards their account to spend on trips.

Phone: 847.272.6400

Fax: 847.509.2411

The final cost of the trip is subject to change based on two factors. The first is the exchange rate as much of the trip will be purchased in the British Pound. Once the deposit is paid for our group, in the month of December, the exchange rate will be locked for our trip experience. This will secure the price families are offered at the time of the deposit. The second factor is students enrolled in the trip. Our tour is estimated at this time for 85 participants (Including fully paid parent chaperones). If the number is considerably lower or higher than this, by approximately 15, it could cause the price of the trip to raise or lower marginally.

It is required that the director attend a site inspection the summer prior to the trip. The inspection trip has no effect on the cost of the trip for the student. As the tour company relies on the director to move students efficiently and effectively through the city of London, it is important for them, as well as the director, that they be prepared for the maneuvers required to ensure a safe and enjoyable experience for all of the students. Additionally, during this inspection tour, the director will be able to approve all experiences are appropriate and educationally beneficial for the Glenbrook North students. (I.E. appropriate performance venues, thematic material viewed through museums/plays, and safe transportation options for a group of our size (85)).

We are very excited about the potential this trip has to energize our program and build on the good momentum already present. A trip that is approachable to incoming students and their families, while also motivating students already members of our band will continue the great tradition of travel and performance for which the Glenbrooks are known.

Please do not hesitate to ask any questions or seek any clarification that you may need, and thank you for your support in this important endeavor.

Daniel Briggs
Rich Chapman
Band Directors
Glenbrook North High School

2019-2020



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Daniel Briggs Extension: 2435

Activity / Class Name: Freshmen Band, Symphonic Band, Wind Ensemble and Spartan Marching Band

Description: Students will travel to London, England to participate in the London New Year's Day Parade and Concert Series. See attached information for full description of trip.

Date(s) of Trip: 12/27/19 - 01/03/20

Number of Chaperones: 10 Number of Students: Approx. 75

Names of Chaperones: Daniel Briggs and TBD

Transportation Information

Departing from: Glenbrook North High School date: 12/27/19 at: TBD AM PM

Traveling to (complete address): London, England

Returning from (complete address): London, England date: 01/03/20 at: TBD AM PM

Returning to: Glenbrook North High School date: 01/03/20 at: TBD AM PM

Students released from class (indicate time or blocks): N/A

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): 0 Bus(es): TBD D225 Van(s): 0 Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: Band Parents Organization Controlled End Collection on: Band Parents Organization Controlled

Cost Per Student

Cost per Student*: \$ 3,500

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000 _____
 GBS: 10L300 4850 0000 00 000000 _____
Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Daniel Briggs Date: 10/12/18
Instructional Supervisor or Assistant Principal*: Chad Davidson Date: 12/04/18
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: John Finan Date: 12/04/18
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Glenbrook North High School

LNYDP 2019/20

Date	Time	Activity
Friday 27 th December		<p>Depart the United States on your flight to London.</p> <p>Dinner and breakfast will be served on-board.</p>
Saturday 28 th December	7.00pm	<p>Arrive in London. Transfer by luxury coach to your hotel.</p> <p>ORIENTATION MEETING. Your tour assistant will inform you of the time for the meeting where you will receive a welcome pack, including your itinerary book, oyster card & audio player.</p> <p>This afternoon you will make your way by underground using your oyster card, to Piccadilly, outside the Ritz Hotel.</p> <p>Begin the first of the wonderful AUDIO TOURS that are included in your programme. The PARADE ROUTE audio walk - from the Ritz to Parliament Square, London's history packed parade route.</p> <p>The tour ends at Parliament Square.</p> <p>Make your way back to your hotel using your oyster card.</p> <p>Dinner is served in a private room in your HOTEL.</p> <p>We have made dinner a little later tonight to give you more time for your afternoon activity.</p> <p>We do recommend that your students not go to bed until at least 9.00pm to help them acclimatise to London time.</p> <p>A private room will be available in your hotel if you wish to hold a meeting or just 'hang out'.</p>
Sunday 29 th December	7.00am 9.00am 1.00pm t.b.a. t.b.a. t.b.a. 5.00pm 5.30pm 6.30pm 7.30pm 10.00pm	<p>A buffet breakfast will be served in a private room in your hotel.</p> <p>LONDON TOUR. Join your Blue Badge guide and luxury motor coach for a four hour guided coach tour of visitors London. There will be a couple of photo stops.</p> <p>Tour ends in Covent Garden.</p> <p>Lunch at leisure.</p> <p>Performers depart by motor coach to the concert hall for a one hour rehearsal.</p> <p>REHEARSAL begins.</p> <p>Rehearsal ends. Leave your instruments in a private area in the hall.</p> <p>Depart by underground using your oyster card to the starting point for either option one the COVENT GARDEN to LEICESTER SQUARE audio walk – starting in glittering Covent Garden, we take in the world's most haunted theatres and talk to the stars as we explore the very heart of London's world famous theatre-land and much much more, or option two the PRINCES, PALACES and POWER audio walk – walk shoulder to shoulder with over 1000 years of Royalty. Sites include the Palace of Westminster, Prince William's London house and the Changing of the Guard at Buckingham Palace.</p> <p>Return by underground.</p> <p>Dinner is served in a private room in your HOTEL.</p> <p>Depart by coach for the concert hall.</p> <p>The London Gala Concert Series begins.</p> <p>Return by coach to your hotel.</p>

Date	Time	Activity
Monday 30th December	7.00am 8.30am 12.30pm 2.00pm 5.00pm 6.20pm 6.30pm 7.30pm	A buffet breakfast will be served in a private room in your hotel. FULL DAY TOUR to HAMPTON COURT or OXFORD & WINDSOR. Join your Blue Badge guide and luxury motor coach and depart for either Hampton Court, with a visit to the Royal Palace & Gardens, or to Oxford, with a walk of the town and a visit and tour of Christ Church College. Depart for Windsor. Lunch at leisure on arrival. Your guide will lead you on a walk of the town and entrance to the royal castle. Depart Windsor. Arrive back in to London and go directly to the Park Plaza Victoria hotel. Make your way to the Victoria Suite on the lower ground floor. Begin an hour of motivation and leadership skills with the acclaimed DR. TIM LAUTZENHEISER. Evening ends. Use your oyster card to return by underground. Dinner (VOUCHERS) and evening at leisure.
Tuesday 31st December	7.00am 8.30am 12.30pm 1.00pm 2.00pm 4.30pm 7.00pm 9.00pm 10.30pm	A buffet breakfast will be served in a private room in your hotel. GREENWICH TOUR. Join your Blue Badge guide and luxury motor coach for a half day tour to Greenwich, with a cruise on the River Thames and entrance to the Royal Observatory and Maritime Museum. Depart Greenwich. Tour ends at Tower of London. Lunch at leisure. Join your guide for a tour of the TOWER OF LONDON , including entrance to the Crown Jewels. At the end of your visit, walk to Tower Hill station and return to the West End by underground using your oyster card. Dinner is served in a private room in your HOTEL. A NEW YEAR'S EVE PARTY begins in your hotel. Slices of pizza and soft drinks will be provided. Finish shortly after midnight.
Wednesday 1st January 2020	7.30am t.b.a. t.b.a. Midday 5.00pm	A buffet breakfast will be served in a private room in your hotel. Depart your hotel by coach for the assembly area in Berkley Square. The official group photograph. A sack lunch will be provided for all performers. LNYDP 2020. Return by coach to your hotel. Pack away your instruments as they will be collected in the morning. Using your oyster card, depart by underground for the starting point of the SOUTH BANK STROLL audio walk. This walk will introduce you to the incredible and varied history of the south bank of the River Thames. Dinner (VOUCHERS) and evening at leisure.
Thursday 2nd January	7.00am 9.00am 12.00pm	A buffet breakfast will be served in a private room in your hotel. Depart by underground using your oyster card to the starting point for either option one the HARRY POTTER'S LONDON audio walk. Walk in the wizard's footsteps and visit the actual locations where the films were made or option two - LONDON, ROCK & ROLL CAPITAL OF THE WORLD audio walk. The Beatles, The Rolling Stones, The Swinging Sixties, Glam Rock, Punk Rock, Brit Pop and much more. Tour ends. The rest of today is free for independent sightseeing and shopping. Dinner (VOUCHERS) and evening at leisure.
Friday 3rd January	As per itinerary	A buffet breakfast will be served in a private room in your hotel. Please check the notice board for your coach departure time. Check-in for your transatlantic flight back to the US. Lunch and afternoon tea will be served on-board your trans-Atlantic flight.

OFFER OF PERFORMANCE TOUR

Glenbrook North High School Bands



OFFER OF PERFORMANCE TOUR | OUTLINE

Date of offer	5th October 2018
Expiry date of offer	5th November 2018
Name of group	Glenbrook North High School Bands
Number of playing places offered	85
Number of non-playing places offered (based on above minimum paying)	3 (three)
Number of site inspection places offered	2 (two)
Departure gateway in the USA	Chicago (ORD)
Date of departure from USA (arrival in London following day)	27 December 2019
Date of return to USA	03 January 2020
Mandatory land programme, price per person net in US Dollars	\$2,275
Supplement for a single room, net in US Dollars	\$600

The land programme (or the London hospitality arrangements) is carefully controlled and monitored by the London authorities and is mandatory for all invited groups. This programme is quoted to you in US Dollars but is paid for in Pounds Sterling. The rate of exchange used is that prevalent at the time the offer is made to you. Exchange rates can fluctuate. Should you move to a contract situation then we shall review the exchange rate at that time and make a price adjustment (upwards or downwards if necessary). Once a contract has been issued then provided you pay the initial deposit that is called for on the due date then the exchange rate will be locked in and the price guaranteed.

AIRFARE AND ALL INCLUSIVE PRICE

It is not mandatory that you secure your airline tickets from us although we do recommend that you do. All of the airfares we quote are inclusive of fuel surcharges, carrier imposed surcharges, other surcharges, taxes and fees imposed by airlines, airports, local and national governments. Base airfares are not confirmed to us until February 2019 at the earliest but our 30+ years of experience means that we are prepared to guarantee your airfare as quoted provided that you pay the initial deposit called for on the contract on the due date. The bundle of charges referred to above will remain subject to variation and you will be charged at the applicable rate at time of ticketing – 42 days before your departure. Thus approximately 45% of your airfare quote would remain subject to variation but that variation can be upward or downward.

TOTAL PRICE PROGRAMME WITH AIRFARE

PRICE PER PERSON NET IN US DOLLARS: \$3,460

OFFER OF PERFORMANCE TOUR | PAYMENT SCHEDULE

FIRST DEPOSIT	\$200 per person by: December 15th 2018
SECOND DEPOSIT	\$900 per person by: February 8th 2019
THIRD DEPOSIT	\$900 per person by: June 5th 2019
FOURTH DEPOSIT	\$900 per person by: September 5th 2019
FINAL BALANCE (plus or minus any variation in airline, airport, & government taxes fees charges and surcharges)	\$560 per person by NOVEMBER 7th 2019



When asking to move into a contract situation you must at the same time commit to the ‘mandatory land only’ or an ‘air inclusive programme’. The contract will show deposit amounts due as one figure, i.e. air and land added together. Should you elect to secure your flight arrangement from an alternative source we have right of veto of your selection of both agent and carrier. Thus if electing not to secure airline tickets through us you must tell us the name of your selected provider at that time, and our approval must be given.



\$100 per person from the first deposit is non refundable under any circumstances. The remainder of the first deposit is refundable up until February 1st 2019. All other deposits are refundable until May 1st 2019. No refunds will be made after that date unless the specific traveller falls within the cancellation provisions of the YMOTW/Performance Travel Limited included Insurance Coverage. Details of the insurance cover are given in this document.



YMOTW/Performance Travel Limited has a special secure on-line payment system which can be made available to FULL GROUPS who wish to use the system. This system retains control for the Group Organisers whilst also allowing for payments to be made by Credit and Debit Card.



MANDATORY LAND PROGRAMME PERFORMANCE INCLUSIONS:

- Participation London's 34th New Year's Day Parade and Festival with its magnificent, prestigious and historic Parade route including Piccadilly Circus, Regent Street, Trafalgar Square and Whitehall with a finale arena adjacent to The Palace of Westminster, Big Ben and Westminster Abbey. A street audience in excess of half a million and a worldwide TV broadcast reaching over 600 million people. For performers, transportation is provided to and from the parade assembly and dispersal areas and for supporters **priority access to the purchase** of highly coveted en route grandstand seats is provided.
- Performance in one of the Gala concerts that form part of London's New Year's Day Parade and Festival. The London Gala Concert series will be performed in our collection of prestigious venues in London including Cadogan Hall, home to The Royal Philharmonic Orchestra and second home to the BBC Promenade Concert season, St. John's Smith Square and Westminster Central Hall. Technical rehearsal is provided in the venue, as is full professional stage management, production services and promotion. Transportation is provided to and from rehearsal and performance. **Complimentary concert tickets are provided for all supporters of the performing group who participate in the full LNYDP tour programme.**

MANDATORY LAND PROGRAMME HOSPITALITY INCLUSIONS:

- An allowance by weight and volume dependent on numbers of passengers in the group for heavier and large sized musical instruments and other equipment to be presented to our freight forwarding company for despatch to and return from London.
- Six (6) nights accommodation in a centrally located superior first class hotel in London. Students may be accommodated in quad and triple bedded rooms, but generally in twin or double bedded rooms. Adults are guaranteed to be accommodated in twin or double-bedded rooms, and may pay a surcharge for a room for single occupancy. Some family rooms are available in selected hotels offering accommodation for 4 people. All rooms have en - suite facilities including bath and/or shower and W.C.
- Substantial buffet breakfast with a large range of sweet and savoury cold items plus a varying short selection of hot items, each day in London - 6 meals.



- Three dinners in the London hotel or in restaurants convenient to the itinerary. Each dinner will consist of at least two courses served from specially pre-selected menus - 3 (three).
- Vouchers with a value of £ 15.00 British Pounds each meal (appx. US\$ 20), exchangeable in nearly 4,000 London restaurants and fast food outlets for 3 meals.
- A special sack lunch for Parade Day, consisting of a 'deli' sandwich, dessert item, piece of fresh fruit, a pack of a dry snack and a bottled drink. This provided for Parade participants only.
- Round trip transfers from London airport to hotel by luxury coach, including specialist 'meet and greet' service on arrival, and check - in assistance service on departure.
- Specially arranged carriage of all musical equipment from airport to hotel and vice versa. Provision of secure storage room at hotel dedicated on a per group basis.
- A half day educational tour of London's historic West End and City (3½ hours). The tour will be conducted on a luxury private chartered motor coach with a professional guide.
- A full day excursion to The Tower of London and Greenwich including a cruise on the River Thames from Westminster to Greenwich or vice versa. The tour will be on a chartered luxury coach and accompanied by a fully qualified 'blue badge' guide. Entrances will be included to The Tower of London and Crown Jewels and well as The Greenwich Royal Observatory including the 'Prime Meridian'.
- A full day tour to the Town of Windsor coupled with either a visit to the historic University City of Oxford or the Tudor Palace of Hampton Court. In Windsor there will be a special visit to the castle that dates back to 1066 and is the seat of the British Royal Family. In Oxford there will be a visit to one of the famous University Colleges and in Hampton Court an interior visit to the Palace. The tour will be conducted on a luxury private chartered motor coach with a professional guide.
- A special branded personal (to keep) credit card sized MP3 player for each participant loaded with a selection of our specially commissioned audio guided, historical, cultural and entertaining walking tours of London. Itineraries will have all four of these tours scheduled:



LNYP Parade Route

This takes you along the magnificent New Year's Day Parade route. Discover where you'll be marching, what you'll be passing, and where the crowds will be cheering from.

Princes, Palaces and Power

Walk shoulder to shoulder with over 1000 years of Royalty. Sites include: Palace of Westminster, and the Changing of the Guard at Buckingham Palace.

Rock and Roll Capital – London is the rock and roll capital of the world- The Beatles, The Rolling Stones, The Swinging Sixties, Glam Rock, Punk Rock, Brit Pop and more.

Harry Potter's London – the London sights and sounds of the world's most famous fictional boy Wizard.

Each audio guided walk has a duration of approximately 2 hours. All walks carefully researched by historians, scripted and performed by professional writers and actors. The walking tours make use of the London Underground System, which is accessed through the provision of the daily travel cards that are included in the programme.

- Directions for **Guide and Seek**, our special Treasure Trail. All you need is a pen, and our map book (provided) to unravel the secret trail and find the hidden clues.
- Directions – a map and notes - for a self-guided tour of the 'Southbank' An unique exploration of the South Bank of the River Thames in the historic Borough of Southwark, featuring, The Shakespearean Globe Playhouse, Francis Drake's ship the 'Golden Hind', Southwark Cathedral and The fabulous Borough Market.
- Provision of Transport for London 'Visitor Oyster Card'. Oyster cards give 'ticketless travel' on all London tube trains and buses. The card will be loaded with sufficient value for all non charter bus activities scheduled in the programme to be completed. Cards may be topped up with additional value by group members if they wish to undertake additional travel.
- Arrangements for a strictly student orientated and controlled 'New Year's Eve Celebration' at your London hotel. The party will take place in a private room, with a professional 'disco' and light show. To add to the party mood included are rocket balloons, glow worms, party poppers and other party favours.



- Some pizza and an allowance of soft drinks (sodas) will be provided at the New year's Eve party to help ensure a memorable New Year in London. Additional soft drinks and snacks will be available for purchase.
- **Full time resident Tour Assistant to look after you whilst you are in London.**
- A digital copy of the group photograph that is taken on January 1st 2020. The photo will be taken before LNYDP 2020 and specially photo-shopped be an unique memento of the group's participation in the parade.
- A specially struck 2019/20 London New Year's Day Parade Festival Medal for all members of the performing group.
- An unique access code (for each group participant) to the VIMEO download of the full 3½ hour TV show of LNYDP 2020.
- A special 'Participants only' souvenir T shirt of LNYDP 2020 for each performing member in the group.
- For all non performing group members priority booking on the highly sought after tickets for the New Year's Day Parade Grandstands and complimentary ticket to all concerts that the group might play in London and. Priority booking and complimentary concert tickets only to non performing bona fide group members.
- Membership for one year of the 'Youth Music Performers Club' (YM Performers Club). This includes the YMOTW/Performance Travel Limited specially written comprehensive Travel Insurance Policy.
- All tips and taxes to all service providers. **It is considered appropriate for a gratuity to be presented to the residential Tour Assistant at the end of the performance programme, which is not included.**



AIR ARRANGEMENTS

- Round trip economy class air travel on a scheduled airline from your U.S.A. gateway shown above to a London airport. One main meal and one snack meal will be served along with complimentary soft drinks. Movies and audio entertainment on all long-haul transatlantic sectors. Flights may be multi-sectored. Some carriers require payment for headsets to hear audio channels.
- One checked piece of luggage per person with a maximum weight of 50 lbs, and total dimensions not exceeding 62". A hand baggage allowance which will vary by airline but will minimally include one small piece of luggage and a purse or laptop case.

OPTIONAL THEATRE

We are very happy to arrange a visit to the London theatre as a supplemental item to the package. Ticket prices vary greatly according to the type of show that you wish to see. Also for larger groups the cost of tickets we provide will, in all likelihood, vary within the group. The lowest cost tickets that we would be able to provide to the lowest cost show would be \$ 40.00 per ticket, rising to as much as \$ 160 for the best seats at the most popular shows. For a mid run but popular musical such as *Wicked* for example the average price per seat would be approximately \$ 65 per person.

If you require motor coach transfers to take you to and from the theatre then please add \$ 15.00 per person.



**DETAILS OF THE COMPREHENSIVE INSURANCE POLICY INCLUDED WITHIN
THE PERFORMANCE TOUR PROGRAMME
(MANDATORY LAND PROGRAMME AND FULL AIR INCLUSIVE PROGRAMME)**

SECTION 1: CANCELLATION: Up to \$4,000.00

For London's New Year's Day Parade and Festival 2019/20 cancellation cover shall apply with effect from September 1st 2019.

To reimburse you for your unused travel and accommodation expenses paid or contracted to be paid if your journey or vacation is necessarily and unavoidably cancelled due to any cause listed below provided no other party is liable for those expenses:

1. Accidental injury, illness or death, duly certified by competent authority, of:
 - (a) yourself or any person with whom you had arranged to travel;
 - (b) a close relative or fiancé or civil partner of any person described in (a) above.
2. Compulsory quarantine applying to yourself or to any person with whom you had arranged to travel.
3. Any damage to your home in the United States making it uninhabitable, or any Police request for your presence following a robbery of your home or place of business during the period of insurance.
4. Any official requirement for you to attend to emergency duty in U.S. military, medical or public service.
5. A Government regulation following an epidemic which prohibits you from travelling.
6. A warning from The US State Department not to travel to the destination booked on the dates booked.

NB Cancellation cover under Section 1 commences when this Insurance is validated, but in respect of persons aged over 71, only accidents or illnesses occurring within one month of the date of departure are covered.

SECTION 2: MEDICAL AND EMERGENCY EXPENSES: Up to \$ 10,000.00 per insured Person

To reimburse the Insured Person for:

1. The following expenses necessarily incurred within but not beyond 1 month of the expiry of the Period of Insurance as the result of the Insured Person becoming ill or sustaining personal injury during the Period of Insurance:
 - (a) usual, customary and reasonable expenses incurred (outside the United States and outside his or her normal country of residence or domicile) for medical, surgical and hospital charges (including emergency dental treatment for the relief of immediate pain only), ambulance, nursing home and nursing attendance charges;
 - (b) reasonable additional cost of repatriation to the United States;
 - (c) reasonable additional hotel expenses;
 - (d) reasonable additional costs of funeral expenses abroad or additional cost of returning his or her mortal remains to his or her former place of residence in the United States.



SECTION 3: PERSONAL ACCIDENT: Up to \$25,000.00 per Insured Person

To pay according to the Schedule of Compensation below if at any time during the Period of Insurance the Insured Person sustains bodily injury caused by accidental, external, violent and visible means which solely and independently of any other cause within 12 calendar months from the date of the accident results in his or her:

- (a) Death\$ 25,000.00
- (b) Loss of one limb or loss of one eye\$ 12,500.00
- (c) Loss of two limbs / two eyes / one limb and one eye\$ 25,000.00
- (d) Permanent Total Disablement from engaging in his or her usual occupation\$ 25,000.00

If no occupation is followed then any and every occupation applies. (Usual occupation is deemed to be full time remunerative occupation of which no less than 40 hours per week are engaged in such occupation.) If the Insured Person is over 71 years of age cover is limited to the Death benefit only.

SECTION 4: BAGGAGE: Up to \$1,000.00 per Insured Person

To indemnify the Insured Person for the accidental Loss of or Damage which occurs during the period of insurance, to his or her baggage including clothing and personal effects subject to:

- (a) a limit of \$ 1,000.00 any one article, pair, set, kit or collection of articles; and
- (b) an overall limit of \$ 1,000.00 for valuables: jewellery, furs, articles containing gold, silver or precious metals, watches, photographic, optical, audio or electronic equipment or goods.

SECTION 5: DELAYED BAGGAGE: Up to \$ 100.00 in all

To indemnify the Insured Person for emergency purchases necessarily made if his or her baggage is temporarily lost in transit during the period of insurance for longer than 24 hours. Musical Instruments are not covered under this Section.

SECTION 6: MUSICAL INSTRUMENTS: Up to \$5,000.00

To indemnify the Insured Person for the accidental loss of or damage to any one musical instrument which occurs during the period of insurance subject to a maximum amount of \$5,000.00 per Insured Person. This Section shall exclude scratching or denting of any musical instrument or damage to drum skins.

SECTION 7: RENTAL OR REPLACEMENT MUSICAL INSTRUMENT - Up to \$1,000

To indemnify the Insured Person for the cost of renting a temporary replacement musical instrument for the duration of the Insured Period should his or her own instrument be accidentally lost or damaged during the period of insurance subject to a maximum rental cost of \$1,000. For the purpose of this insurance, Musical Instruments shall be deemed to be wind, stringed instruments and timpani only.

Written proof of the value of any Musical Instrument shall be required in the event of a claim.

**DETAILS OF THE COMPREHENSIVE INSURANCE POLICY INCLUDED WITHIN
THE PERFORMANCE TOUR PROGRAMME
(MANDATORY LAND PROGRAMME AND FULL AIR INCLUSIVE PROGRAMME)**

EXCLUSIONS

SECTIONS 1, 2 AND 3

The Underwriters shall not be liable for claims arising from:

- (a) the Insured Person engaging or taking part in mountaineering, pot holing, manual work, racing other than on foot, organised sports, flying (except whilst travelling as a passenger on a commercial or scheduled flight), wilful exposure to risk (other than in an attempt to save human life), suicide, intentional self injury, insanity, psychiatric disorders, fear of flying or the effects of alcohol or drugs;
- (b) pregnancy within two months of the estimated date of delivery;
- (c) circumstances where at the time of taking out this insurance the person whose condition gives rise to a claim is receiving treatment or is on a hospital waiting list for consultations or for in patient treatment or has received a terminal prognosis;
- (d) any vacation or journey undertaken against the advice of a medical practitioner or for the purpose of obtaining medical treatment;
- (e) the cost of replenishing supplies of any medication the Insured Person was using at the commencement of any vacation/journey;
- (f) surgery or medical treatment which in the opinion of the medical practitioner treating the Insured Person can be reasonably delayed until the Insured Person's return to the United States;
- (g) circumstances which could reasonably have been anticipated by the Insured Person at the date of the issue of this Evidence of Insurance;
- (h) visa not issued by competent authority.

SECTION 4

The Underwriters shall not be liable for:

- (a) losses due to breakage of or damage to fragile articles;
- (b) loss of valuables or losses due to theft unless reported to the police within 48 hours of the discovery of the loss and to the hotel management if stolen in a hotel;
- (c) loss or damage caused by wear, tear, gradual deterioration, decay, moth, vermin, atmospheric or climatic conditions, electrical or mechanical breakdown or derangement of any kind;
- (d) loss of or damage to contact or corneal lenses, un-set precious stones, business goods, samples or merchandise, hired equipment or sporting equipment whilst in use;
- (e) losses from unattended baggage;



- (f) (i) theft from a vehicle not involving forcible entry evidenced by damage to the vehicle itself and or from a soft topped or open vehicle unless from a locked trunk;
- (ii) theft from any motor vehicle left unattended overnight;
- (g) Loss of cash, credit cards and travellers checks.

The Insured Person shall take all reasonable steps to avoid or minimise any loss or damage.

SECTIONS 1, 2 AND 4

The Underwriters shall not be liable for the first \$100 of each and every loss/claim for each Insured Person.

SECTIONS 6 AND 7

This insurance does not cover:

- (a) loss or damage caused by climatic or atmospheric conditions or extremes of temperature, unless such loss or damage would be recoverable under an ordinary fire insurance policy;
- (b) if musical instruments are insured hereunder, breakage of strings, reeds or drumheads from any cause.

EXCLUSIONS APPLYING TO ALL SECTIONS

The Underwriters shall not be liable for:

1. accident, illness, loss, damage, destruction, liability, expense or any consequential loss whatsoever arising there from directly or indirectly caused by or contributed to or arising from: war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power or confiscation or detention or nationalisation, or requisition or destruction of or damage to property by or under the order of any government or other competent authority.

For the purpose of this exclusion terrorist activity means an act, or acts, of any person, or groups of persons, committed for political, religious, ideological or similar purposes with the intention to influence any government and/or to put the public, or any section of the public, in fear. Terrorist activity can include, but not be limited to, the use of force or violence and/or the threat thereof. Furthermore the perpetrators of terrorist activity can either be acting alone, or on behalf of, or in connection with any organisation(s) or governments(s).

2. losses or claims arising out of the insured Person's own criminal act.

CONDITIONS

SECTION 2

- (a) No arrangement for repatriation requiring in-flight medical attendance may be made without the prior agreement of the Underwriters.
- (b) No arrangement for in-patient treatment may be made without the prior notification of the Underwriters except where there is a life threatening condition when notification must be made at the earliest opportunity.
- (c) In the event of a claim, a medical adviser or advisers appointed by the Underwriters shall be allowed to examine the Insured Person as often as the Underwriters shall consider it necessary. (d) No medical expenses incurred in the United States will be payable under this Insurance.

SECTION 3

- (a) condition (c) of Section 2 shall also apply to this Section.
- (b) the liability of the Underwriters in respect of any one accident shall not exceed \$25,000.00 in all each Insured Person.
- (c) "Permanent" means lasting 12 calendar months from the date of the accident and at the end of that period beyond hope of improvement.
- (d) "Loss of Limb" means irrecoverable loss by physical separation of a hand at or above the wrist or foot at or above the ankle.

SECTION 4 AND 5

Reimbursement for temporary or permanent loss of or damage to baggage in transit is subject to:

- (a) immediate notification being made to the Carrier or Handling Agent and a property irregularity report being obtained;
- (b) any amount payable for temporary loss being deducted from the final claim settlement under Section 3 if the baggage proves to be permanently lost.

CONDITIONS APPLYING TO ALL SECTIONS.

The Insured Person shall act at all times as if uninsured and shall observe ordinary and proper care in the supervision of all property covered under this Insurance. If the Insured Person or anyone acting on his or her behalf makes any statement knowing it to be overstated, false or fraudulent in any respect then this Insurance shall be void and all claims hereunder forfeit in respect of the Insured Person. The Insured Person shall reimburse the Underwriters within one month of the expiry of the period of Insurance for any expenses not covered by this Insurance which are incurred by the Underwriters on his or her behalf. Underwriters shall not be liable for any amount for which any other party is liable or which, but for the existence of this Insurance would have been covered by any other insurance. The Geographical Limits of this Policy are World-wide.

Wherever the term \$ appears in this Policy it shall be deemed to mean US\$.



CONFIRMATION OF APPROVALS

I confirm that I have received the agreement/approval for our participation in London’s New Year’s Day Parade and Festival 2019/20 from all applicable authorities. *(Please ensure that appropriate signatures are placed in all categories below to signify approvals are given. If any category is not applicable to your group please write in N/A. (not applicable), in the space provided for the signature. Any uncompleted section will be deemed as ‘approved’ or ‘not required/ applicable’).*

- 1. The person representing the Performance Group – (normally the band director):

(Print name and title/position)

Signature of above:.....

- 2. The School/College Principal. (Print Name)

Signature of above:.....

- 3. Representative of Parents. (Print Name and position)

Signature of above:

- 4. Any other required authority.

(Print name and position)

Signature of above

Name of Group

(As you would wish the name to appear on Contract - block capitals please)

Signature of person who is responsible for the contract (normally the band director):

.....

Name *(in block capitals please)*:

Signature:

Date signed:.....



