

# Crystal *Private* Adventures Request Form

Please submit multiple requests for multiple ports on one request form.

Port	Port	Port	Port	Port	Port	Port	Port
Date	Date	Date	Date	Date	Date	Date	Date
Tour Duration	Tour Duration	Tour Duration	Tour Duration	Tour Duration	Tour Duration	Tour Duration	Tour Duration
Contact Name			Contact Phone Number			Cruise #	
			Ext:				
Total in Party				E-mail Address (for return quote)			

## PARTICIPANTS OF CRYSTAL *PRIVATE* ADVENTURES

	Booking Number	Guest Name	Stateroom Number
1			
2			
3			
4			
5			
6			
7			
8			

## TRANSPORTATION REQUESTED

Private car <input type="checkbox"/>	Limousine <input type="checkbox"/>	Van <input type="checkbox"/>	Minibus <input type="checkbox"/>	English-Speaking Guide <input type="checkbox"/>	Spanish-Speaking Guide <input type="checkbox"/>	Other _____ (please specify) <input type="checkbox"/>
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Please Note: All vehicles include driver services. Drivers are not licensed guides and cannot provide commentary.

## SIGHTS REQUESTED

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Any medical conditions we should be aware of:

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I agree to the above Crystal *Private* Adventures requests and approve applying the cost of the \$100 non-refundable service fee for each Crystal *Private* Adventure to my credit card.

Credit Card Number	Expiration Date	Phone Number of Cardholder
Name (as it appears on the card)	Billing Address	
Signature of Cardholder		Date

continued on next page

# Crystal *Private* Adventures Request Form *(continued)*

## Crystal *Private* Adventures Shore Excursions General Terms & Conditions

1. All guests must have a **valid booking number** on a Crystal cruise in order to book and/or participate on a Crystal *Private* Adventure.
2. All requests for private adventures **must be submitted on a Crystal *Private* Adventures Request Form.**
3. All Crystal *Private* Adventure Request forms **must be submitted at least 14 business days prior to the sailing date.**
4. Completed Crystal *Private* Adventure Request forms may be submitted by fax to **310-286-2412** or you may scan this form and e-mail it to [CrystalAdventures@Crystalcruises.com](mailto:CrystalAdventures@Crystalcruises.com).
5. **A \$100 non-refundable service fee for each Crystal *Private* Adventure** is due at the time the request form is received. In the event that at least one Crystal *Private* Adventure is accepted and confirmed, the **\$100 non-refundable service fee** for each Crystal *Private* Adventure will be applied to the final balance.
6. **Payment in full for each Crystal *Private* Adventure is due upon acceptance and confirmation of the program. Payment must be received prior to guests joining the ship.**
7. **Payment in full is acceptable by valid credit card only.** All major credit cards are accepted.
8. Any changes made to a Crystal *Private* Adventure after confirmation and payment in full are subject to a \$100 service fee per change to each Crystal *Private* Adventure.
9. Confirmed Crystal *Private* Adventures will be forwarded to the Shore Excursions Manager on board the ship prior to sailing date.
10. Once on board, guests will receive a letter along with their tour tickets confirming their Crystal *Private* Adventure and advising details of their departure time.
11. The following **penalties** will apply for all pre-reserved Crystal *Private* Adventures which are **canceled** by the travel agent and/or guest(s) after confirmation and payment in full is received:
  - 180-90 days prior to sailing = 10%
  - 90-60 days prior to sailing = 25%
  - 60-30 days prior to sailing = 50%
  - 30-0 days prior to sailing = 100%
12. Crystal *Private* Adventures and the \$100 non-refundable service fee for each Crystal *Private* Adventure are non-commissionable and non-transferable. They cannot be applied as credit toward any Crystal Adventure and/or any other services offered on board. They cannot be redeemed for cash and/or a cash refund or credit to the credit card.

### INTERNAL USE ONLY

CCI Shorex Coordinator	Received	To Operator	Quote to Guest	Invoice Sent	Payment Received	Sent to Ship	Confirmed
Port: Cost:	Port: Cost:	Port: Cost:	Port: Cost:	Port: Cost:	Port: Cost:	Port: Cost:	Port: Cost:
Notes							