



162 Middle Street • Pawtucket, RI • 02860  
 Phone: 1-800-852-5655 • Fax: 1-888-722-7307  
 Email: groupsales@GoCollette.com

Wednesday, March 19, 2025

**CONFIDENTIAL Group Reservation Confirmation Letter**

Thank you for choosing Collette.  
 We sincerely appreciate your business.  
 Tour: Sunny Portugal Discovery Lisbon, Alentejo, Algarve & Portuguese Riviera  
 Departing: Sunday, September 6, 2026

Please carefully review this letter as your confirmation for travel. Included below is a summary of your departure date, destination, group reservation number, and financial terms. Please initial and sign this confirmation form and return to Collette. Please keep a copy for your records.

Ocean Pines Recreation & Parks  
 239 Ocean Pkwy  
 Berlin, MD 21811-1901  
 Attn: Debbie Donahue  
 Phone: (410) 641-7052

Group Reservation Number 1325494  
 Business Development Manager E7 – Paul Julia  
 Currency Code USD

**Deposit Amount**                      **A deposit of \$698 per person is due upon reservation.**  
 Final Payment Due                      Jun 08, 2026  
 Departure Gateway                      Washington  
 Number of Seats Held                      16  
 Seat Reduction Date                      Mar 07, 2026

Base per person Rates: **Double \$4,949; Single \$5,849** \* (see terms)  
 (Base Rates include the following components. Items with double asterisk (\*\*)) are not included in the above rates)  
 (Rates and components are based on a group of 10 or more, unless otherwise noted)

Start Date	End Date	Item	Price	Commission %
		Offer: Per Person from WAS, valid till Mar 07, 2026	-\$100	10
Sep 06, 2026	Sep 06, 2026	Hometown Transfer (within 150-199)	\$50	0
Sep 06, 2026	Sep 06, 2026	Airfare - Washington (WAS)	* \$1,750	10
Sep 07, 2026	Sep 15, 2026	Sunny Portugal Libson, Alentejo, Algarve & Portuguese Riviera Discovery	<b>Double \$2,999</b>	<b>10</b>
			Single \$3,899	10
Sep 07, 2026	Sep 07, 2026	Shared Arrival Transfer - Air Inclusive	Included	0
Sep 07, 2026	Sep 07, 2026	Air taxes and fees	\$150	0
Sep 07, 2026	Sep 07, 2026	Land & Air Travel Protection Plan International 9 Days or More	\$549 **	10
Sep 15, 2026	Sep 15, 2026	Hometown Transfer (within 150-199)	Included	0
Sep 15, 2026	Sep 15, 2026	Shared Departure Transfer - Air Inclusive	Included	0

Commission payable to Ocean Pines Recreation & Parks

**IMPORTANT CONDITIONS:** Your price is guaranteed once deposit is received and booking confirmed by Collette. Your price is not subject to increase after the deposit is received and booking confirmed, except for charges resulting from increases in government-imposed taxes or fees. (See registration form for consent.)

Initial \_\_\_\_\_

## GROUP AIR CONFIRMATION

We have confirmed 16 air seats at \$1900 per person for your group.

Names are due by Mar 07, 2026 and additional request after this date will be **subject to availability** at time of booking.

Please review and sign acceptance of schedule and terms. \_\_\_\_\_ Date: \_\_\_\_\_

### TERMS

#### Air

- Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.
- Your price is guaranteed once deposit is received by Collette. Your price is not subject to increase after the deposit is received, except for charges resulting from increases in government-imposed taxes or fees.
- If air is cancelled within 120 days of departure, penalties may apply (see Cancellation Charges below). At time of booking, we require that travelers provide the legal name as it appears on their government issued identification that will be used at time of travel. Any name changes will result in penalties and additional cost for new air reservations. If Travel Protection Plans have not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full.
- If you have selected Instant Purchase air, the deposit required is the full cost of the airfare plus the land package deposits- all of which is non-refundable.
- Groups who purchase Collette Air will receive **complimentary hotel transfers** on the scheduled day of arrival and departure, including pre or post stays.
- If Elite Air has been purchased (Premium Economy, Business Class or First Class), it may only apply for the international portion of the journey only. Refer to your air itinerary for details.
- Elite Air pricing (Premium Economy, Business Class or First Class) is valid until 8 months prior to departure, after which rates are subject to change and will be quoted based upon availability.

Service is limited and not available on all flights or carriers. If you purchase an upgrade we cannot guarantee the same flight schedule as the group. **Air Charges \***

- **\*Airfare:** For your convenience, we offer airfare for purchase with all tour packages. If you purchase an air inclusive program, your airfare will be quoted inclusive of all fuel, taxes and fees. Your price is guaranteed once deposit is received by Collette. Your price is not subject to increase after the deposit is received, except for charges resulting from increases in government-imposed taxes or fees. Preassigned seats are limited and may not be available on every flight or departure date.
- **Checked Baggage Charges:** Some airlines may impose additional charges if you choose to check any baggage. Please contact your airline or refer to its website for detailed information regarding your airline's checked baggage policies.

#### Deposits and Names

- A per person deposit is due with legal names of each traveler.
- Should your clients decide to purchase our Travel Protection plan they must do so at time of booking.
- Payment of a per person Travel Protection plan fee guarantees a full refund of all payments (including deposit) except for the Travel Protection plan fee itself, in case of cancellation of travel plans for any reason prior to the day of departure.
- **All names submitted to Collette must appear exactly as shown on travelers' government issued identification that will be used at time of travel.**
- Any name changes will result in penalties and additional cost for new air reservations

#### Pre-Sold Options/Pre-Post Hotels/Extensions

- 5% commission is paid on pre-sold options. (Some options may be non-commissionable.)
- Options purchased on tour are non-commissionable.
- Extension commission and comps will match land.
- 10% commission is paid on pre or post hotels.

#### Revision Fees

- A handling fee of \$25.00 per transaction will be assessed for any change or revision made to a reservation.
- A change of departure date within 11 months of departure will be treated as a cancellation, and cancellation charges will apply: <http://www.gocollette.com/about-collette/terms-and-conditions>
- If flight changes or flight cancellations are requested, revision fees or airline cancellation fees will apply.

#### Seat Reductions

- On the seat reduction date, your group space will be reduced to the number of seats under deposit with names.

#### Single Rooms

- Single accommodations are limited and are available on a first come, first served basis. Single rate subject to change based on availability.

#### Triple Rooms

- Triple rooms are normally a standard double room with **2 beds**. A cot or rollaway bed may be requested but not guaranteed due to size of room and fire codes.

**If you have not purchased waivers, and you need to cancel for any reason prior to the day of departure, the Cancellation Fees are as follows:**

**Cancellation Charges for this tour:** After your seat reduction date has passed, a non-refundable deposit will be retained. For Cancellation between 90-16 days prior to departure: cancellation fee of 40% of total price. For cancellation between 15-1 days prior to departure: cancellation fee of 75% of total price. For cancellation on the day of departure and after: 100% of total price. For Ocean Cruises: For cancellation between 90-61 days prior to departure: cancellation fee of 40% of total price. For cancellation between 60-31 days prior to departure: 60% of total price. 30 or fewer days prior to departure: 100% of total price. For River Cruises: including Europe, Russia, Egypt and China, 90-61 days prior to departure: cancellation fee of 50% of total price. For cancellation between 60-31 days prior to departure: cancellation fee of 85% of total price. For cancellation 30 or fewer days prior to departure: cancellation fee of 100% of total price. For Galapagos and Antarctica: A cancellation fee of 60% will apply for cancellation between 120-90 days prior to departure; A cancellation charge of 100% will apply for cancellation less than 90 days prior to departure. Cancellation protection is highly recommended and must be purchased at time of deposit. Air rates are subject to change until tour is paid in full. If Travel Protection Plan has not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full. Cancellation charges also apply to reservations made for "pre" and "post" night accommodations. Payment of a Per Person Travel Protection Plan Fee guarantees a full refund of all payments (including deposit), except the Travel Protection Plan Fee itself, made to Collette for travel arrangements in case of cancellation of your travel plans for any reason prior to the day of departure. The Travel Protection Plan Fee with Air only covers airline tickets you have purchased from Collette. Exception: If you originally purchased nonrefundable airline tickets, Part B of the Travel Protection Plan may provide a refund for the airline tickets, taxes, or fees in the event of a cancellation for a covered reason (see Part B for more details). The Travel Protection Plan Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. However, the Part B travel insurance includes a single supplement benefit of \$1,500 for certain covered reasons as detailed in Part B. In this case, the single supplement will be deducted from the refund of the person who cancels. Division of this charge between the two passengers involved is solely their responsibility. If insufficient funds are deducted from the canceling client, the traveling client will be charged the remaining portion of the single supplement. Cancellation waiver protects you from penalties in the event you have a need to cancel your entire inclusive tour package up to the day prior to departure. Cancellation waiver does not indemnify you from penalties if you chose to cancel partial tour components or air. If you chose to partially cancel your vacation, you will be responsible for a revision fee as well as any penalties that are incurred at the time of the cancellation. Upon cancellation of transportation or travel services where you, the customer, are not at fault and have not canceled in violation of the terms and conditions above, you will be refunded 100%. Please see your sales agent for more information, or review our brochure for details.

#### FORUM SELECTION AND CHOICE OF LAW:

This Agreement shall be governed and interpreted pursuant to the laws of the State of Rhode Island by mutual agreement of the parties hereto and the Federal and State Courts in Rhode Island shall have exclusive and sole jurisdiction over any dispute, controversy or suit arising relative to this Agreement.

If any information is not correct, please notify us within 24 hours.

This document contains confidential information and is intended only for the individual or organization named. If you are not the named addressee you should not disseminate, distribute or copy this document. Please notify the sender immediately if you have received this by mistake and delete if electronically received.

Please send payment to:  
Collette  
Attn: Accounts Receivable  
162 Middle Street  
Pawtucket RI, 02860  
Fax: 1-401-727-9014

Initial \_\_\_\_\_

Ocean Pines Recreation & Parks presents...

## Sunny Portugal Discovery

with Optional 3-Night Portugal's Templar Tomar featuring Nazaré & Fatima Pre Tour Extension

with Optional 4-Night Madeira Island Post Tour Extension

**September 6 – 15, 2026**



Book Now  
& Save  
**\$100**  
Per Person

**Upgrade to Elite Airfare!** See inside for details.

For more information contact  
Debbie Donahue  
Ocean Pines Recreation & Parks  
**(410) 641-7052**  
**[ddonahue@oceanpines.org](mailto:ddonahue@oceanpines.org)**

**collette**



**10 Days • 13 Meals:** 8 Breakfasts, 2 Lunches, 3 Dinners

**HIGHLIGHTS...** Lisbon, Belem, Cork Factory, Evora, Alentejo, Algarve, Picnic Lunch in Monchique, Portuguese Riviera, Obidos, Sintra, UNESCO World Heritage Sites

**ITINERARY AT A GLANCE**

Day 1	Overnight Flight
Days 2, 3	Lumen Lisboa Hotel, Lisbon
Day 4	Vitoria Stone Hotel , Evora
Days 5 – 7	Vila Gale Lagos, Algarve
Days 8, 9	Hotel Baia , Cascais

*On some dates alternate hotels may be used.*

**Day 1: Sunday, September 6, 2026 Overnight Flight** Ancient castles and Roman ruins, groves of orange and almond trees, quiet whitewashed villages, and welcoming locals — Portugal awaits.

**Day 2: Monday, September 7, 2026 Lisbon, Portugal** Say hello to Lisbon, Portugal's capital and a city full of authenticity, where old customs and ancient history intermix with cultural entertainment. With no scheduled sightseeing today, spend the day as you wish, exploring the city independently. Tonight, join your fellow travelers for a welcome dinner. (D)

**Day 3: Tuesday, September 8, 2026 Lisbon** Choose how you want to explore Lisbon today because **it's your choice!** Discover the art and tradition of Portuguese sidewalks during a locally led walking tour **-OR-** venture with your Tour Manager on foot and discover the city through the lens of the businesses and streets connected with the country's most loved fish, *bacalhau* (salted codfish). After, travel to Belem and see the iconic Belem Tower (UNESCO). View the façade of the 16th-century Jeronimos Monastery\* (UNESCO) and learn about the importance of this iconic site. Tonight, you may choose to join an optional tour to listen to local artists perform traditional *Fado* music, a UNESCO intangible cultural heritage highlight. (B)

**Day 4: Wednesday, September 9, 2026 Lisbon - Evora** Today, make your way through Portugal's charming countryside. Visit a family-owned cork factory, where you'll learn about the product's importance to the local economy and why Portugal is the world's top cork producer. Your journey then takes you to Evora (UNESCO). Explore this medieval walled city as you wander through cobbled streets and past buildings spanning the ages and see its well-preserved Roman temple up close. (B)

**Day 5: Thursday, September 10, 2026 Evora - Lagos** Journey to the stunning coasts of the Algarve — the southernmost region of Portugal. On the way, visit a local gin distillery. Learn how one man took a homemade drink and implemented traditional Portuguese stills and local ingredients to craft a premium gin. Savor the flavors of these botanicals before continuing your journey south. Keep the day balanced and fruity at a winery. Indulge in full-bodied wines from the Alentejo region and light lunch before continuing on your drive. Later, switch the rich taste of local wine and spirits for salty ocean air in Algarve. This evening, explore the historic resort town of Lagos, where Moorish and Renaissance influences meet towering seaside cliffs. Many celebrated voyagers began their explorations from this bustling port city. (B, L)

**Day 6: Friday, September 11, 2026 Lagos** It's your day to experience the Algarve on your own. Geraniums, camellias, and oleanders grow alongside fig, orange, and almond trees, while brightly colored fishing boats bob in the sea. Protected by hills to the north and warmed by the sea, the Algarve's mild climate and beautiful beaches attract visitors from all over the world. You may choose to join an optional boat tour\*\* today that gets you closer to some of the most famous coastal scenery in Portugal. (B, D)

**Day 7: Saturday, September 12, 2026 Lagos - Portimão - Monchique - Lagos** This morning venture along the coast to discover the importance of the sardine canning industry in the Algarve. Then, continue to Monchique, a mountain village nestled within a rich landscape, to learn the secrets of regional bread and fruits. Sample them with a savory picnic lunch featuring freshly prepared Algarve seasonal and local specialties. Return to Lagos for an evening at leisure. (B, L)

**Day 8: Sunday, September 13, 2026 Lagos - Azeitão - Cascais** En route to the Portuguese Riviera, stop in Azeitão, a picturesque village renowned for its exquisite tiles and rich wine culture. The village's buildings are adorned with beautifully painted tiles, reflecting Portugal's artistic heritage. Meet local artisans at a family-run shop and learn how the famous hand-painted Portuguese tiles, *azulejos*, are made. Then, head to the Portuguese Riviera. Mansions scattered throughout Cascais and Monte Estoril all hint at this area's history as a haven for exiled European royals and nobility. (B)



## Book Now & Save \$100 Per Person:

Double \$4,949; **Double \$4,849\***  
Single \$5,849 **Single \$5,749**



**For bookings made after Mar 07, 2026 call for rates.**

**Included in Price:** Round Trip Air from Washington, Air Taxes and Fees/Surcharges, Hotel Transfers

**Not included in price:** Cancellation Waiver and Insurance of \$549 per person

\* All Rates are Per Person and are subject to change, based on air inclusive package from WAS

### Upgrade your in-flight experience with Elite Airfare

Additional rate of: Premium Economy \$1,990; Business Class \$4,190

• \* Elite Air pricing (Premium Economy, Business Class or First class) is valid until 8 months prior to departure, after which rates are subject to change and will be quoted based upon availability.

† Refer to the reservation form to choose your upgrade option

**IMPORTANT CONDITIONS:** Your price is guaranteed once deposit is received and booking confirmed by Collette. Your price is not subject to increase after the deposit is received and booking confirmed, except for charges resulting from increases in government-imposed taxes or fees. (See registration form for consent.)

**Day 9: Monday, September 14, 2026 Cascais - Obidos - Sintra - Cascais** Explore the picture-perfect city of Obidos, where white-washed houses sit snug within medieval city walls, and toast with a ginjinha, a sour cherry liqueur served in a small chocolate cup. Continue on to Sintra (UNESCO), a breathtaking hub that served as the summer residence of Portuguese kings for six centuries. Then, **it's your choice!** Explore the quaint hilltop village of Sintra and its crafts, taking time to wander through the winding streets **-OR-** join a guided tour of the National Palace of Sintra, considered the best-preserved medieval palace in Portugal. Bid

Portugal goodbye during dinner in Cascais and celebrate the end of your unforgettable journey. (B, D)

**Day 10: Tuesday, September 15, 2026 Cascais - Tour Ends** Your tour ends today. (B)

### Experience It! The Algarve

Postcard-worthy coastlines brushing against crystal clear water, stunning cliffs plunging into the rocky waves below, and awe-inspiring vistas that will leave you speechless – this is the Algarve. The southernmost region of Portugal, the Algarve is home to a perfect combination of historical architecture and sandy beaches. Although every area of the Algarve offers unique charms and is a perfect setting for a relaxing getaway, some of the favorite cities of this region include Lagos and Portimão, for their charm and good food. While in the Algarve, be sure to sample some of the fresh seafood, indulge in local figs and oranges, and maybe even buy a piece of intricately painted pottery.

## EXTEND YOUR VACATION WITH

### Optional 5 Days 3-Night Portugal's Templar Tomar featuring Nazaré & Fatima Pre Tour Extension

Per Person Rates: \$1,399.00 USD double, \$1,699.00 USD single, land only

### Optional 5 Days 4-Night Madeira Island Post Tour Extension

Per Person Rates: \$1,699.00 USD double, \$2,099.00 USD single, land & air inclusive

**For more information on extensions and options for this tour visit**  
<https://gateway.gocollette.com/link/1325494>

## Important Tour Information:

**Book Now rates valid until Mar 07, 2026, valid on air inclusive packages only.**

**The overall activity level of this tour is a level 2.** This means you like a balanced approach to travel. Walking two to three miles over the course of a day is no problem for you. You can handle a variety of terrains, from cobblestone streets to moderate hills with relative ease and without assistance. You can climb two flights of stairs with ease. Expect some full days balanced with free time to recharge or set out on your own adventure. You can handle altitudes up to 6,000 feet. While this level is appropriate for travelers that require mobility assistance devices, there could be times when you may have to sit out on some of the included activities.

**Travel with an average of 37 people (maximum of 44).**

During your Choice on Tour of Lisbon, one of the walks offered requires walking 2 miles on cobblestone streets and uphill at times.

If you require any special assistance while on tour, please make us aware at time of reservation so the necessary request form can be sent to your attention.

Lisbon is a hilly city and all sidewalks are cobblestoned which can get slippery when wet.

\*Please note that you will only see the Jeronimos Monastery from the exterior.

\*\*Due to inclement weather or challenging sea conditions, operation of the optional boat tour will only be reconfirmed on the day of service.

Single accommodations are limited and are available on a first-come, first-served basis. Single rate subject to change based on availability.

To complete your tour, we include roundtrip airport-to-hotel transfers when purchasing our airfare with your tour. If you have arranged for your own air, we are pleased to provide you the option of *purchasing* these transfers. Please note that all transfers will leave at pre-scheduled times.

Air travelers will arrive into and depart from Lisbon, Portugal airport. All transfers will depart from Cascais to Lisbon airport (approximately a 40-minute drive).

For air-inclusive reservations, the name provided at time of booking must match your government-issued ID that will be used during travel. Name changes are subject to penalties.

Please be advised many airlines do not provide advance seat assignments until check-in at the airport. Advance seating will be subject to the airline's terms and conditions.

Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.

### Travel Requirements:

#### IDENTIFICATION

Passports are required for this tour at your expense. Certain countries require that your passport be valid at least 6 months beyond the dates of your travel. You are strongly urged to contact the appropriate consulate for details. Visit [www.travel.state.gov](http://www.travel.state.gov) for the U.S. State Department for the latest details about passports and visa requirements.

IMPORTANT: We recommend that travelers take a photocopy of their passport and applicable visas. It should be packed separately from your actual passport and visa. We also recommend leaving a copy at home with your emergency contact.

*ETIAS visa waiver requirements are anticipated to begin during the last quarter of 2026, for a fee, when visiting a Schengen Area Country. To identify Schengen Area Countries and to complete the ETIAS application, please visit [https://travel-europe.europa.eu/etias\\_en](https://travel-europe.europa.eu/etias_en)*

**A deposit of \$698 per person is due upon reservation. Reservations are made on a first come, first served basis. Reservations made after the seat reduction date of February 28, 2026 are based upon availability. Final payment due by June 08, 2026. Deposits are refundable up until March 07, 2026.**

CST#2006766-20 UBN#601220855 Nevada Sellers of Travel Registration No. 2003-0279

**For important reservation information visit  
<https://gateway.gocollette.com/link/1325494>.  
You can also find this information on your tour documents.**



162 Middle Street  
Pawtucket, RI • 02860  
Phone: 1-800-852-5655 Fax: 1-401-727-9014

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BOOKING NUMBER: 1325494

TOUR: Sunny Portugal Discovery Lisbon, Alentejo,  
Algarve & Portuguese Riviera

DEPARTURE DATE: September 6, 2026

GROUP NAME: Ocean Pines Recreation & Parks

### Available Options

Personalize your tour by adding an optional activity below. Our recommended options have been carefully chosen to help enhance your individual experience. Complete the provided Prepaid Options Form to reserve your options.

*Availability is limited and reservations are on a first come, first serve basis. Payment must be received no later than 15 days prior to departure. Prices are subject to change.*

Children under the age of 18 **MUST** be accompanied by an adult.

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#### Algarve



#### Algarve's Coastal Cruise

**\$49 USD**

Set sail on the clear blue waters of the Bay of Lagos to experience the stunning Ponta da Piedade with some of the most beautiful and famous coastal scenery in Portugal, including pristine beaches and rocky cliffs that are simply breathtaking. Upon arrival at Ponta da Piedade transfer to smaller boats... then, it's off to explore the magical grottoes! Take in the striking rock formations sculpted by the sea for thousands of years as you weave in and out of tiny inlets, serene grottoes and impressive caves. This excursion may not operate based on weather conditions. Also due to weather conditions, this excursion may operate in the afternoon. *Duration: Approximately 2 hours.* Please note a minimum of 10 passengers is required. Transportation is included.

#### Lisbon

#### A Night of Fado

**\$129 USD**

Fado: the perfect blend of voice and guitar. Declared a UNESCO World Heritage Cultural Patrimony, it is a celebrated form of world music that captures what it is to be Portuguese. The word Fado comes from the Latin word "fatum," which means fate or destiny. It is a style of music that is about deep feelings: the disappointments of love, the ups and downs of life. No one knows quite how Fado first came into being, but to this day, Portugal's traditional music remains at the very heart of the country's culture. In one of Lisbon's most popular Fado restaurants, professional performers entertain you while you enjoy a typical Portuguese three-course dinner with wine included. *Duration: Approximately 4 hours.* Please note a minimum of 8 passengers is required. Transportation is included.



TRAVEL DATE: 9/06/2026 TERRITORY: E7  
RES#: 1325494

Sunny Portugal Discovery Lisbon, Alentejo,  
Algarve & Portuguese Riviera

**For Internal Use Only**

A deposit of \$698 per person is due upon reservation. Reservations are made on a first come, first served basis. Reservations made after the seat reduction date of February 28, 2026 are based upon availability. Final payment due by June 08, 2026. Deposits are refundable up until March 07, 2026.

**YOUR INFORMATION:**

Clearly print your full name (first/middle/last) as it appears on your government issued travel documentation.

**IMPORTANT:** In order to avoid any unnecessary change fees, it is imperative that all guest names are entered correctly from the start. The information below must be the legal name and be 100% identical to the ID being used to travel <passport/driver's license> including middle names or suffixes <Jr, Sr>.

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname: \_\_\_\_\_ Gender: ( ) Male ( ) Female Date of Birth: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Should you become ill or injured, whom should we contact (not traveling with you): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**ROOMING WITH:**  Check if address is the same as Passenger #1

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

**AIR GATEWAY:** Departure airport for this tour: \_\_\_\_\_

Air Seat Request: ( ) Aisle ( ) Window ( ) Next To Traveling Companion

Collette cannot guarantee your seat preference. If you have not purchased air through Collette and wish to purchase transfers, you must transfer at our pre-scheduled times.

Please be advised, when travelling as part of a group, many airlines do not provide seat assignments. Preferred seating may be available for an additional charge.

Please reserve an upgrade to Elite Airfare for an additional rate of:  Premium Economy \$1,990  Business Class \$4,190

**Service is limited and not available on all flights or carriers. Other restrictions may apply. Please note: if you purchase an upgrade, we cannot guarantee the same flight schedule as the group. Upgraded class of service is for the international portion of the journey only.**

**Elite Air pricing (Premium Economy, Business Class, or First Class) is valid until 8 months prior to departure, after which rates are subject to change and will be quoted based upon availability.**

Are you willing to separate from the group air schedule to accommodate your upgrade request? ( ) Yes ( ) No

"Federal law forbids carriage of hazardous materials such as aerosols, fireworks, lithium batteries & flammable liquids aboard the aircraft in your checked or carry-on baggage. A violation can result in 5 years' imprisonment and penalties of \$250,000 or more. Details on prohibited items may be found on TSA's "prohibited items" web page: <http://www.tsa.gov/traveler-information/prohibited-items>."

**TRAVEL PROTECTION:** ( ) Yes, I wish to purchase travel protection \$549 ( ) No, I decline

If you choose not to purchase Collette's Waiver Insurance Plan, you will incur penalties for changes and cancellations. Travel Protection Payment is due with first deposit. The Waiver Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. The single supplement will be deducted from the refund of the person who cancels. (There is coverage under Part B which includes a single supplement benefit of \$1,500 for certain covered reasons. See Part B for details.)

**EXTENSION:** I wish to purchase "3-Night Portugal's Templar Tomar featuring Nazaré & Fatima" ( ) Yes ( ) No; "4-Night Madeira Island" ( ) Yes ( ) No

**ON TOUR ACTIVITIES: Please choose one of the following on tour hotels**

Please Choose One: (subject to availability)

( ) Hotel Baia – Standard (included)

( ) Hotel Baia – Ocean Front (additional charge of \$100.00 double, \$200.00 single required)

**PLEASE MAKE CHECKS PAYABLE TO:** Collette



**TOUR:** Sunny Portugal Discovery Lisbon, Alentejo, Algarve & Portuguese Riviera  
**GROUP NAME:** Ocean Pines Recreation & Parks

**DEPARTURE DATE:** Sep 06, 2026

**BOOKING NUMBER:** 1325494

## AVAILABLE PREPAID OPTIONS

Personalize your tour by adding an optional activity below. Our recommended options have been carefully chosen to help enhance your individual experience. Complete the provided Prepaid Options Form to reserve your options.

Availability is limited and reservations are on a first come, first served basis. Payment must be received no later than 15 days prior to departure. Prices are subject to change. Children under the age of 18 MUST be accompanied by an adult.

**PASSENGERS NAME:** (Please submit a separate form for each passenger)

Salutation: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_ Nickname: \_\_\_\_\_  
(Mr., Mrs., Rev.) (Please print **EXACTLY** as it appears on Passport) (Jr., Sr.)

✓	Option	Price Per Person (USD)
	Algarve's Coastal Cruise <i>This excursion may not operate based on weather conditions. Also due to weather conditions, this excursion may operate in the afternoon.</i>	49.00
	A Night of Fado	129.00

## Extend your vacation with

### Optional 5 Days 3-Night Portugal's Templar Tomar featuring Nazaré & Fatima Pre Tour Extension

Per Person Rates: \$1,399.00 USD double, \$1,699.00 USD single, land only  
4 Meals: 3 Breakfasts, 1 Dinner

#### Day 1: Overnight Flight

Let your journey into Portugal's rich and welcoming culture begin with a pre-tour extension based in the tranquil countryside town of Tomar.

#### Day 2: Lisbon, Portugal - Tomar

Arrive at Lisbon airport and continue your journey to the charming city of Tomar, just a 1.5-hour drive away. If time permits when you arrive in Tomar, begin your adventure with an afternoon walking\* with your Tour Manager. This evening, indulge in a delightful welcome dinner, offering your first taste of Portugal's exquisite cuisine. *Today dinner will be included.*

#### Day 3: Tomar - Templars Heritage

Start your day by visiting the UNESCO World Heritage Site, the Convent of Christ (Convento de Cristo), originally founded by the Knights of Templar in the 12th century. With a knowledgeable local guide, marvel at the octagonal Templar rotunda and the Charola's famous Manueline window, while delving into the fascinating daily life of a warrior monk. Afterwards, embark on a scenic boat ride to the enchanting Almourol Castle,\*\* perched on a small island in the middle of the Tagus River. With a free afternoon in Tomar, enjoy time for leisurely meals and exploring at your own pace or if you prefer to take a visit to Synagogue of Tomar, your Tour Manager can walk you there. *Today breakfast will be included.*

#### Day 4: Tomar - Nazaré - Fatima

Begin your day on Portugal's Silver Coast with a visit to the quaint seaside town of Nazaré, famous for its dramatic cliffs. Continue to the charming city center, where you'll have time to explore and savor lunch on your own. In the afternoon, journey to Fatima,\*\* Portugal's most renowned pilgrimage site. Here, you may visit the basilica or the Chapel of the Apparitions, commemorating the Virgin Mary's appearance to three young shepherds in 1917. *Today breakfast will be included.*

#### Day 5: Tomar - Lisbon

Your memorable journey through Portugal is just beginning as you depart Tomar and travel back to Lisbon to join your main tour. *Today breakfast will be included.*

#### Important Tour Extension Information:

**The overall activity level of this extension is a level 2.** This means you can partake in a two-hour walking tour covering up to 2 miles (including breaks), over a variety of terrains. You can climb two flights of stairs with ease and handle altitudes up to 6,000 feet. While this level is appropriate for travelers that require mobility assistance devices, there could be times when you may have to sit out on some of the included activities.

**Fully-guided** extensions are perfect for travelers who want the complete experience of a new destination and local experiences. Travelers will have a dedicated guide throughout this entire extension.

We reserve the right to cancel this extension if a minimum of 4 travelers is not met to operate.

Extensions are subject to availability and applicable charges at time of request.

If you require any special assistance while on tour, please make us aware at time of reservation so the necessary request form can be sent to your attention.

\*If your flight into Lisbon arrives on or after 2:00 p.m., you may not be able to join the experiences offered on arrival day, but you will have the opportunity to participate the following day.

\*\*Almourol Castle is located on a very hilly, rocky island. To reach it, we'll need to board a small boat and sit on wooden benches, close to the water. This visit is only possible if the weather and local government permit; otherwise, we will only view it from the shore, without any reimbursement.

\*\*\*The visit to Fatima may not be available during the months of May through October, for those travelers arriving on the 12th or 13th day, due to pilgrimage events.

Single accommodations are limited and are available on a first-come, first-served basis. Single rate subject to change based on availability.

For air-inclusive reservations, the name provided at time of booking must match your government-issued ID that will be used during travel. Name changes are subject to penalties.

## Extend your vacation with

### Optional 5 Days 4-Night Madeira Island Post Tour Extension

Per Person Rates: \$1,699.00 USD double, \$2,099.00 USD single, land & air inclusive  
5 Meals: 4 Breakfasts, 1 Dinner

#### Day 10: Cascais - Lisbon - Funchal, Madeira

Fly to Madeira Island, the "Pearl of the Atlantic" where you arrive in the early afternoon. Madeira boasts a subtropical climate, majestic mountain ranges and volcanic caves. After free time for lunch on your own in the colorful Santa Maria district, go on a walking tour of Funchal's old downtown with its quaint narrow streets and historical sites, such as a 15th-century cathedral. Visit the Botanical Garden of Madeira with its collection of more than 2,500 plants from all continents.

#### Day 11: Funchal - Câmara de Lobos - Porto Moniz - Funchal

Begin your day with a tour that takes you to Câmara de Lobos, a traditional village on a picture-perfect bay that served as a special retreat for Sir Winston Churchill. It was here that Madeira's natural beauty captivated him and inspired many of his paintings of the island. Drive along mountain roads, passing banana plantations and vineyards while en route to the world's second-highest cliff, Cabo Girão. Delve into the significance of the Madeira banana at BAM, an immersive museum dedicated to banana themed art, agriculture, and history. Later, spend the afternoon in the fishing village of Porto Moniz. Here, enjoy free time for lunch and perhaps a swim\* (weather permitting) in the natural volcanic rock pools before returning to Funchal. *Today breakfast will be included.*

#### Day 12: Funchal

The day is yours. During your free time, you may choose to visit the Sacred Art Museum and learn how the sugar-cane trade allowed for the purchase of Flemish art dating back to the 15th century. Or simply relax and enjoy the amenities that your hotel has to offer. Then gather in the evening for a traditional dinner known as an *espetada*. Folk dancers and lively music entertain you as you feast on a favorite local dish cooked over an open fire. *Today breakfast and dinner will be included.*

#### Day 13: Funchal - Lisbon

Board your flight and return to the metropolitan energy of Lisbon. Enjoy your afternoon as you please. *Today breakfast will be included.*

#### Day 14: Lisbon - Extension Ends

Depart for home with Portugal in your heart as your tour ends today. *Today breakfast will be included.*

#### Important Tour Extension Information:

**The overall activity level of this extension is a level 2.** This means you can partake in a two-hour walking tour covering up to 2 miles (including breaks), over a variety of terrains. You can climb two flights of stairs with ease and handle altitudes up to 6,000 feet. While this level is appropriate for travelers that require mobility assistance devices, there could be times when you may have to sit out on some of the included activities.

During this extension, you can expect to have a **hosted** experience or two, with a local representative revealing more of what this destination has to offer. Enjoy a mix of independent exploration and guided sightseeing and experiences.

During your extension, your local guide or driver guide will provide included sightseeing services and will be available via a local office at other times.

We reserve the right to cancel this extension if a minimum of 4 travelers is not met to operate.

Extensions are subject to availability and applicable charges at time of request.

If you require any special assistance while on tour, please make us aware at time of reservation so the necessary request form can be sent to your attention.

Single accommodations are limited and are available on a first-come, first-served basis. Single rate subject to change based on availability.

Air inclusive rate is valid for travelers who have purchased our air package for the full tour, depending on the air schedule selected. Rate may vary for those who have purchased their own air.

For air-inclusive reservations, the name provided at time of booking must match your government-issued ID that will be used during travel. Name changes are subject to penalties.

An internal flight is required in order to participate on this extension and is included in the final price, quoted at time of booking.

#### Tour Extension Travel Requirements:

\*Bathing suits are required if partaking in the thermal water pools at Porto Moniz.



## Special Needs Form

Please complete this form, sign and return it to us within 14 days of receipt.

Email: [TravelOperations@collette.com](mailto:TravelOperations@collette.com)

Fax: 401.727.4745

Mail: Collette: Travel Operations  
180 Middle Street  
Pawtucket, RI 02860

### TRAVELERS NEEDING SPECIAL ASSISTANCE

You must report any disability requiring special attention to Collette at the time the reservation is made. \*Collette will make reasonable efforts to accommodate the special needs of our participants. Such participants, however, should be aware that the Americans with Disabilities Act is inapplicable outside of the United States and facilities outside the United States for disabled individuals are limited. It is strongly recommended that persons requiring assistance be accompanied by a companion who is capable of and totally responsible for providing the assistance. Neither Collette nor its personnel, nor its suppliers, may physically lift or assist clients into transportation vehicles. If a traveler thinks he or she might need assistance during a trip, he or she should call Collette to determine what assistance might reasonably be given. Collette cannot provide special individual assistance to tour members with special needs for walking, dining, or other routine activities. Internationally, a great deal of walking may be necessary to fully enjoy the destination. Travelers should be in good health and must be able to walk reasonable distances. In some areas, travelers may be required to walk on uneven ground, cobblestone streets or raised thresholds.

***\*To request a wheelchair accessible room on a cruise, the traveler or person sharing the room must have a recognized disability that alters a major life function and requires the use of a mobility device and the use of the accessible features provided in the wheelchair accessible stateroom. The cruise company may take appropriate action against someone who has reserved or purchased such a stateroom fraudulently. Action may include but is not limited to removal from the stateroom to a non-accessible accommodation up to denial of boarding.***

Reservation # \_\_\_\_\_

Name: \_\_\_\_\_ Male or Female (circle one)

**Are you traveling with a wheelchair?** Yes No

If you answer "YES"

- Does your wheelchair collapse? Yes No
- Can you stand and climb steps to board the coach without it? Yes No
- Are you capable of lifting your own wheelchair? Yes No

If you are not capable of lifting your own wheelchair who will provide assistance?

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*This form cannot be processed without the dimensions of your wheelchair:*

Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

**Are you traveling with a walker?** Yes No

If you answer "YES"

- Does your walker collapse? Yes No

*This form cannot be processed without the dimensions of your walker:*

Height \_\_\_\_\_ Length \_\_\_\_\_  
Width \_\_\_\_\_

*Tour Managers and drivers do not provide assistance lifting, pushing or carrying wheelchairs or walkers. Motorized scooters are not permitted on tour.*

**Are you requesting any hotel room accommodations?** Yes No

If "YES" Please indicate if one or more of the following is required in the washroom.

- Walk-in shower Yes No
- Grab bars Yes No
- Raised toilet seat Yes No

*Please provide any details in reference to the nature of your request.*

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Most hotel rooms that can accommodate the request will be equipped with only 1 bed.

**Do you understand and accept?** Yes No

Collette cannot guarantee the availability of such rooms as many hotels have a limited number of rooms that are equipped with the above accommodations.

**Are you traveling with an oxygen tank?** Yes No

If you answer “YES”

- You must contact the airline directly to arrange transportation of the oxygen on the plane. Oxygen requests vary by airline and location and can take up to 2 weeks to request.
- You are responsible for supplying your own electrical cords, and converters as needed.

This form must be remitted within 14 days of receipt for any special needs accommodation request.

*Collette cannot provide special individual assistance to tour members with special needs for walking, dining, or other routine activities and motorized scooters are not permitted on tour.*

The Americans with Disabilities Act only applies in the United States. Many international destinations cannot accommodate passengers’ requests. Collette will make all reasonable efforts to accommodate the special needs of tour participants, but we cannot guarantee that all requests will be honored on international destinations.

Collette also regrets that it cannot provide individual assistance to a tour member with special needs for walking, dining, or other special personal needs. It is strongly recommended that persons requiring assistance be accompanied by a companion who is capable and totally responsible for the assistance.

I have read and understand the above:

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

<p><b>Internal Use Only</b></p> <p>Reason: _____</p> <p>Tour: _____ Reservation # _____</p> <p>TS/Group: _____</p> <p>Tour Date: _____</p>
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