



Performance Tour - Italy

Venice, Florence, & Rome | July 13 - 21, 2018

Pablo Ardiles, Director

Thomas Taylor
Pittsburgh Choral Ensemble Director

Kim Wachter
PYCO Operations Manager





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To All Persons Interested in Joining the PYCO 2018 European Performance Tour:

The **Pittsburgh Youth Concert Orchestra** (PYCO) is happy to extend an invitation to all persons interested in participating in the PYCO 2018 European Tour of **Italy** in Venice, Florence, and Rome, to take place **July 13 to July 21, 2018**. PYCO has teamed up with the **Pittsburgh Choral Ensemble** (PCE) to present a magnificent blend of orchestra and choir concerts in each of these cities. The tour operator contracted by the Pittsburgh Youth Concert Orchestra is **American Classic Tours & Music Festivals**.

In addition to the young musicians of PYCO and the adult and young singers of the Pittsburgh Choral Ensemble, we are extending this invitation to all persons interested in joining us on our 2018 European Tour either as a **Musician** or **Tour Guest**.

Participation as a Musician:

If you are an instrumentalist or a singer, you are encouraged to join the **orchestra** or the **choir**. There are no age requirements. Whether you are a current PYCO member, a former student, orchestra alumnus, a member from another organization, or a qualified young or adult instrumentalist or singer, you are welcome to participate in the group. For acceptance as a Musician in the orchestra please contact PYCO Artistic Director, **Pablo Ardiles**; for the Pittsburgh Choral Ensemble, contact Choir Director, **Thomas Taylor**.

Participation as a Tour Guest:

Relatives and friends of the participating musicians, as well as any person wishing to accompany the orchestra and choir, are welcome to join the tour. With the exception of performing in the concerts, Tour Guests will participate in all the activities as described in the **Tour Itinerary** and **Tour Inclusions**. Tour Guests can choose their **own activities** if they wish, as long as it does not cause disruption of the tour schedule.

For more information, please do not hesitate to contact PYCO Artistic Director, Pablo Ardiles, at **412-445-4500** or at the orchestra office at **412-600-5369**, or via email at **info@pyco.org**.

For information about joining the tour as a singer, contact Pittsburgh Choral Ensemble Choir Director, Thomas Taylor, at **412-417-8283** or **j.thomas.taylor@gmail.com**.

For information about American Classic Tours & Music Festivals, please visit their website at **amclass.com**.

For Tour Guests or Musicians planning to join the orchestra in Europe, but not fly with us, there is also a **Land Package** available upon request.

To sign up for the PYCO European Tour, please read the attached information in this packet for complete details, fill out the **Trip Application Form** and the **Tour Contract** and return them to the orchestra along with your **\$300.00 deposit** payable to PYCO to ensure your spot. Please note, the cost of the tour may be adjusted to the rates at the time of joining. **Credit Card payments** are accepted through PayPal at our website pyco.org. **A 3% non-refundable convenience fee will apply.**

We hope you will take advantage of this “once-in-a-lifetime” opportunity of performing and visiting places where music flourished and continues to thrive. We are looking forward to building many unique and inspirational experiences together that will produce lasting memories.

Best Regards,

A handwritten signature in cursive script that reads 'Pablo Ardiles'.

Pablo Ardiles
Artistic Director
Pittsburgh Youth Concert Orchestra



Pittsburgh Youth Concert Orchestra

Performance Tour of Italy

Venice, Florence, Rome

July 13 - July 21, 2018

TOUR INCLUSIONS

- Roundtrip Airfare from Pittsburgh to Venice and return from Rome to Pittsburgh
- Seven (7) Nights Accommodations in 3 or 4 Star Hotels:
 - Two (2) Nights in Venice
 - Two (2) Nights in Florence
 - Three (3) Nights in Rome
- Breakfast Daily at Hotel
- Three (3) Regular Dinners and One (1) Final Dinner with Music in Rome
- Three (3) Concerts. One (1) in Each City: Venice, Florence, and Rome
- Guided (half day) Tours of Venice (1), Florence (1), and Rome (2)
- One (1) Roundtrip Transfer with Private Boat from Venice Bus Parking Area to Saint Mark Square
- Private Motor Coach when Specified by Itinerary
- One (1) Tour Escort Throughout Tour
- Entrance Fees Paid:
 - Galleria dell'Accademia (“Gallery of the Academy” - home of Michelangelo’s David) **OR** Uffizi Gallery in Florence
 - Vatican Museums in Rome

• Based on **70 tour participants**, the estimated tour cost is **\$3,475 per person (price subject to revision if the number of travelers decreases)**. Tour cost is based upon double and triple room occupancy. A **Land Package** is available upon request. The hotels charge a rooming supplement for anyone not occupying a double/triple room. The charge for a single supplement will be \$399 (for the entire tour).

• To ensure your spot, an initial deposit of **\$300.00** is required. The balance, due by **June 5, 2018**, may be paid in monthly installments. **Make checks payable to PYCO** and write “**PYCO 2018 European Tour**” in the memo line, and the name of the participant/s. Please note, the cost of the tour may be adjusted to the rates at the time of joining. **Credit Card payments are accepted** through PayPal at our website pyco.org. **A 3% non-refundable convenience fee will apply.**

• Attendance at a **Pre-Tour Meeting** and at least **Three Rehearsals** are mandatory. Four rehearsals are tentatively scheduled for **Sunday, June 24, 2018** at 6 PM; **Sunday, July 1, 2018** at 6 PM; **Sunday, July 8, 2018** at 6 PM and **Wednesday, July 11, 2018** (Dress Rehearsal) at 7:30 PM. The confirmation of the meeting and final schedule of rehearsals will be emailed to all tour participants well in advance.

For more information, please contact PYCO Artistic Director, Pablo Ardiles, at 412-445-4500 or info@pyco.org.



Preliminary Itinerary for the

Pittsburgh Youth Concert Orchestra

Tour of

"Bella Italia"

July 13 - 21, 2018

Day 1 - Friday, July 13th – Transatlantic Flight – Pittsburgh / Venice

Day 2 - Saturday, July 14th – Venice

Welcome to Italy! Upon arrival at Venice airport, after clearing Immigration and Customs, you will be welcomed by your Tour Escort who will lead you to board your coach and transfer to your hotel for check-in (this program may vary according to landing times – rooms are normally not available before 3:00 PM).



Group dinner (possibly at hotel) and overnight in Mestre-Venezia.

Day 3 - Sunday, July 15th – Venice

After breakfast, transfer to Venice main island.

The group will drive from the hotel to Venice bus parking terminal, then board on a private boat to sail to Saint Mark Square. There will be 1 guided tour (2 hours), 1 glass blowing demo, and then free time. Dinner on your own. Concert in Venice. Overnight in Mestre-Venezia.

Day 4 - Monday, July 16th – Venice / Florence

Today, transfer to Florence (possibly via Pisa, via Verona, or direct, depending on possible concert schedule or other final arrangements of day/night activities).

If driving via Pisa, once you arrive, walk to the Piazza dei Miracoli ("Square of Miracles") and enjoy a visit of the wonderful monuments on your own). After about 3 hours, continue to Florence.



If driving via Verona, once you arrive, walk to the historical city center and enjoy leisure time on your own. After about 3 hours, continue to Florence.

Upon arrival in Florence, check-in to your hotel and group dinner. Overnight in Florence.



Day 5 - Tuesday, July 17th – Florence

After breakfast, 2-3 hour walking tour of Florence with local guide.

Enjoy the remainder of the day at your leisure, including dinner on your own. Concert in Florence.



Inclusions: 1 pre-booked entrance to Uffizi Gallery or Galleria dell'Accademia (Michelangelo's "David")

Day 6 - Wednesday, July 18th – Florence / Siena / Rome

Following breakfast, board your coaches for Rome (possibly via Siena for sight-seeing on your own, or direct, depending on possible concert schedule or other final arrangements of day/night activities). Upon arrival, check-in to your hotel. Dinner at the hotel and overnight in Rome.



Day 7 - Thursday, July 19th – Rome

Following breakfast, enjoy guided tour of ancient Rome (half day).

Remainder of the day at leisure, including dinner on your own this evening. Overnight in Rome.

Day 8 - Friday, July 20th – Rome/Vatican

This morning, half day guided tour of the Vatican museums. Enjoy some free time to explore the city this afternoon.

Possible Concert at St. Paul's Within the Walls.

Group farewell dinner. Overnight in Rome.



Day 9 - Saturday, July 21st – Rome

Following breakfast, transfer to the airport for your flight home.

TRIP APPLICATION FORM - AMERICAN CLASSIC TOURS & MUSIC FESTIVALS

School/Group Pittsburgh Youth Concert Orchestra (PYCO)

Trip Name & Dates PYCO 2018 European Tour, July 13 – July 21, 2018

Participant's Name _____

Address _____

Phone & Email _____

Participating As: _____ Orchestra Member, Instrument: _____
(check all that apply)

_____ Choir Member, Voice Part: _____

_____ Guest

Parent/Guardian Names _____
(if participant is a minor)

Address _____

Emergency Phone & Email _____

Emergency Contact Name _____

Address _____

Phone & Email _____

Health Information

Medical Insurance Company: _____ Phone: _____

Policy Number: _____

Family Doctor: _____ Phone: _____

We agree that the Participant can receive non-prescription medicine during the trip if the need arises. We agree that in the event of an emergency the trip leaders may authorize emergency medical treatment for the Participant if a parent or guardian cannot be reached. The Participant is in good health, does not take medications, and has no special medical conditions. **List exceptions here. Attach a separate sheet if more space is necessary.**

Travel Insurance: The Participant **Accepts / Declines** to purchase travel insurance. (circle one) Travel insurance is not provided through American Classic Tours or PYCO. The Participant is responsible for purchasing his or her own travel insurance.

Trip Cost, Payments, Cancellations, & Refunds: Each Participant shall pay PYCO the amount it requires to enroll in the trip. PYCO will specify the payment schedule and the terms on which it will give a refund in the event of cancellation (see Tour Contract).

Photo Release: I give my permission / I do not give permission (circle one) as legal parent/guardian or adult participant to allow _____ (name) to be included in photographs or videotape which **may** be taken at this event for the public relations and promotional purposes of the PYCO. These images, performances or voice recordings may be used without prior contact by PYCO.

We have read, fully understand, and agree with the terms of this Application and the Consumer Disclosure Notice and Code of Conduct printed on the back of this form. We agree not to hold any trip leader or chaperone on this trip responsible for any accident, error, or omission.

Participant's Signature: _____ Date: _____

Signature of Minor's Father/Guardian: _____ Date: _____

Signature of Minor's Mother/Guardian: _____ Date: _____

This page should be printed on the back of the TRIP APPLICATION FORM that you sign and return to PYCO. A copy of this document is available at pyco.org.

CONSUMER DISCLOSURE NOTICE: Please read this carefully, as your signing the Application and/or submitting a deposit payment on a trip signifies acceptance of these terms & conditions. The trip is arranged by American Classic Tours & Music Festivals (hereinafter "ACT"). It has made the travel arrangements at the direction of the School/Group and acts as agent for the transportation carriers & other suppliers (SUPS) of services connected with the tour, all of which are independent contractors.

ACT in no way owns or operates the vehicles or facilities to be used during the trip, & does not guarantee performance by, or assume responsibility for the acts &/or omissions of SUPS, their employees, agents, etc. All bookings are accepted subject to the conditions imposed by SUPS & ACT, including, but not limited to, the airline, cruise line, rail, coach, hotel, restaurants, insurance & other companies, firms or persons concerned with the trip. ACT shall not be responsible for, and shall make no refund for, events beyond its control, such as, without limitation, acts of God, strikes, acts of war, terrorism or civil disturbance, government restrictions, or for acts or omission of persons or companies not controlled by ACT, such as, without limitation air carriers, bus companies, railways and hotels, or for elements of the package not used by customer. ACT and its officers, employees, and agents are hereby released from all claims arising out of such events, acts, or omissions. If there is a difference between ACT conditions and those published by a SUP, the conditions of SUP shall apply.

The participant and his/her parent/guardian accept responsibility for all property or monetary damages caused by the participant to the hotels, Bus Company, or other property. The participant and his/her parent/guardian assume all risks of personal injury which may be suffered, incurred, or caused during the trip and hereby release ACT and its officers, employees and agents from all claims arising out of loss or injury. Price quoted is per person quad occupancy, unless noted otherwise, and the price is subject to adjustment if the number of participants varies significantly from the estimated number. ACT reserves the right to cancel a trip, change the itinerary or adjust rates whenever in its sole judgment conditions warrant, or if ACT deems it necessary for your comfort, convenience, or safety. ACT reserves the right to correct an error in the advertised price prior to your departure. Trips outside the USA require a valid U.S. passport or other acceptable forms of citizenship proof. You are responsible for, & release ACT from passport, visa, vaccination requirements, & safety conditions in travel destinations.

ACT strongly recommends you purchase travel/medical/baggage insurance for the trip. For medical info, call Public Health at 301-443-2403, & for travel advisories State Dept. at 202-647-5225. ACT requires that medical release forms with a health care proxy be received in our office for each participant no later than 30 days prior to scheduled trip. A contract is made when your reservation & payment are accepted by ACT in its home office in San Antonio, Texas & any disputes shall be governed by Texas law & are subject to exclusive jurisdiction and venue in Bexar County, Texas. In calculating the cost of your trip, ACT has relied on your consent to these terms & in the absence of this release, the trip cost would have been higher.

CODE OF CONDUCT: All tour members shall observe reasonable rules of safety and conduct as directed by the trip leader, aided by teacher(s), chaperones, and the tour escort, who has absolute authority to expel any tour participant whose actions or behavior are considered detrimental to the group's welfare. The trip leader, teacher(s), ACT, and its employees and agents are released from any liability to any expelled participant for such expulsion and no refunds shall be made.

(Sign This Copy and Return to PYCO. A Copy of this document is available at pyco.org.)

**Tour Contract - Pittsburgh Youth Concert Orchestra Tour of Italy - Venice, Florence, Rome
July 13 to July 21, 2018**

RESERVATIONS American Classic Tours, hereafter known as ACT, requires an initial deposit of **\$300 per person** along with this signed agreement to confirm each tour participant. Based on **70 tour participants**, the estimated tour cost is **\$3,475.00 per person (price subject to revision if the number of travelers decreases)**. The breakdown of payment is:

SCHEDULE OF PAYMENTS

May 5, 2017	\$ 300.00 (initial deposit)	October 5, 2017	\$ 245.00	March 5, 2018	\$ 245.00
June 5, 2017	\$ 245.00	November 5, 2017	\$ 245.00	April 5, 2018	\$ 245.00
July 5, 2017	\$ 245.00	December 5, 2017	\$ 245.00	May 5, 2018	\$ 245.00
August 5, 2017	\$ 245.00	January 5, 2018	\$ 245.00	June 5, 2018	\$ 235.00
September 5, 2017	\$ 245.00	February 5, 2018	\$ 245.00		
Total of Payments = \$3,475.00 per person					

Also due on June 5, 2018 will be any applicable hotel supplement charges for **single rooms**, any additional **ground charges**, any increases due to the **currency exchange rate** and any additional **instrument rental**. **Make checks payable to PYCO** and write **“PYCO 2018 European Tour”** in the memo line, and the name of the participant/s. **Credit Card payments** are accepted through PayPal at our website www.pyco.org. **A 3% non-refundable convenience fee will apply.**

CANCELLATIONS....It is agreed that cancellation fees represent compensation for liquidated damages to ACT and are not a penalty, and that if there are portions of the tour package not utilized by a tour member once the tour begins, such as meals, hotels, sightseeing or transportation, there will be no refunds. All cancellations must be made in writing, and fees will be assessed based upon date of receipt.

<u>Days Prior to Departure</u>	<u>Cancellation Fee</u>
180 days+	\$100 per person
180 days	\$175 per person plus any airline cancellation fees
150 days	10% of total tour package price
120 days	30% of total tour package price
90 days	50% of total tour package price
60 days	75% of total tour package price
45 days	100% of total tour package price

Another person can be substituted for one who cancels, however, if the change is made after ticketing is completed, the airline imposes a name change fee.

RATES **Tour costs are based on fares and tariffs in effect as of March 2017. All of these rates are subject to change in the event of any increase in costs and/or applicable tariffs prior to departure.** Airport security taxes can vary and can cause an increase in the price of the tour as can fuel surcharges imposed by the airlines. Changes in number of travelers from the original projection will cause the tour cost to be revised to reflect the change. Changes in the value of the US Dollar vs. the Euro can also cause a revision to the price of the tour. Prices are not guaranteed until initial deposit is received and subsequent to deposit receipt are subject to the changes referenced in this agreement.

PASSPORTS AND VISAS.... Passengers are responsible for ensuring that they have the proper travel documents. Passports are required for all international travel. **Passports must be valid for 6 months AFTER the conclusion of the tour.** U.S. Passport holders must verify whether a visa is required for this trip. Passengers from other countries **MUST CHECK** with the respective consulate/s or a visa agency to determine whether a visa is required.

TRANSPORTATION. Round-trip air and motor coach transportation will be provided by American Classic Tours. This includes all group activities currently listed in the tour proposal. **Transportation costs are subject to change in the event of higher fuel charges, tolls, taxes or itinerary changes.** (Taxes and fuel surcharges are not guaranteed until the time of ticketing).

LUGGAGE... At the present time, all tour packages allow one piece of luggage per person and one carry-on bag for the flight (airlines policies regarding luggage are subject to change at any time). These conditions may be amended by the airlines at any time. **Excess or oversized luggage may be subject to additional charges by the airlines and will be payable by the individual tour member. All luggage charges are the responsibility of the individual traveler.**

TRAVELERS WITH DISABILITIES... Tour participants requiring any form of assistance are required to notify us in writing at the time of making their reservations, and must be accompanied by an individual who is responsible for providing those services. Tour managers, guides, drivers, or any other tour, hotel, or ship personnel are not able to provide such assistance.

HOTEL ACCOMMODATIONS. Accommodations at hotels as listed in proposal (or of equal or greater quality) will be provided for the group.

ROOMING LISTS Rooming lists will be due in the ACT office **no later than 45 days** prior to departure. Rooming requests cannot be guaranteed, though PYCO will attempt to accommodate all requests.

MEALS . . . Meals are as specified in the proposal, including taxes and gratuities. Beverages are not included. Payment for beverages will be made by the group or individual directly to the establishment upon consumption. Voluntary non-usage of meals is non-refundable and non-exchangeable. Persons with food allergies or dietary restrictions must notify us at the time of booking and will be advised if the tour can accommodate the request.

SIGHTSEEING/ACTIVITIES Sightseeing and tour activities will be provided as outlined in the proposal, including guides and entrance fees as applicable. Changes to the itinerary are subject to a \$30 fee per revision, plus any expenses imposed by suppliers as a result of these changes.

TAXES & SERVICE CHARGES Included in the tour are taxes and service charges imposed by the hotels for all services rendered as part of this tour.

INSURANCE Materials will be made available for the group leader to distribute regarding baggage, trip cancellation, medical and flight/bus insurance. Trip insurance is optional and at an additional cost.

SUBSTITUTIONS ACT reserves the right to substitute hotels and other tour services of equal or superior quality, with or without notification, if necessary.

NOT INCLUDED..... The following items are not included in the tour costs: accident, baggage, health and / or trip cancellation insurance; optional tours; laundry; telephone calls; in-house movies; room service; food not on regular menus; tips for services not included in this tour; beverages; excess baggage charges for personal luggage; any items of a personal nature, and all other items not specifically mentioned above as included.

Problems arising from weather-related delays or cancellations as well as mechanical problems occurring to a flight or motor coach which cause a delay in the tour will be handled as expeditiously as possible by the carriers. Every effort will be made to adjust the timetable and accommodate the group's itinerary. American Classic Tours cannot be held responsible for said delays by the director of the group, students, parents, and school administration. No refunds will be expected by the group unless offered by the carrier or carriers involved.

American Classic Tours shall not be held liable, in whole or part, for any damage or injury to persons or property, including damages arising from acts of negligence by any vendor or member of a group on the tour unless caused by the gross negligence of American Classic Tours. The Client (Group) accepts responsibility for all property or monetary damages caused by its members to any facilities, equipment, hotels or other property.

American Classic Tours shall not be responsible for events beyond its control, such as, without limitation, acts of God, strikes, acts of war or terrorism, government restrictions, or for acts or omissions of persons or companies not controlled by American Classic Tours and Music Festivals, such as without limitation, air carriers, bus companies, railways, amusement parks, food and lodging vendors. Classic Music Festivals Inc., and its officers, directors, employees, and agents are hereby released from all claims arising out of such events, acts, or omissions.

The undersigned, duly appointed, and authorized representative of Client (Group), has the authority to enter into this contract and has read and understands this contract and has had the opportunity to negotiate all terms and conditions herein, and Client (Group) accepts the terms as written. The undersigned representative takes full responsibility for communicating this information to all members of Client (Group) and understands that all participants of Client (Group), are bound by this agreement should they choose to participate in the Client (Group) activities covered by this agreement.

This Agreement shall become effective upon execution by all parties. The Parties have duly executed this Agreement by their signature below:

Signature of Parent/Guardian or Traveler of Legal Age

Date

Patto Andiles

3/21/17

Pittsburgh Youth Concert Orchestra Representative

Date

Rick Dillard

3/21/17

American Classic Tours Representative

Date