

Lakeland University Women's Basketball
Amber Peterson
W3718 South Drive
Plymouth, WI 53073

January 31, 2022

Dear Amber,

We are pleased to confirm all your team's arrangements for your tour to Europe. Please discuss and/or share the contents of this with all your participants. This is very important and all of your participants should understand its contents.

Accommodation, meals and sport:

May 10-13, 2022 - Dublin

Teams: One college women basketball team.
Sport program: We will arrange 1 game.
Accommodation: Set in a red brick building, this modern hotel is 1 mile from Red Cow tram stop, and 9 miles from both the Dublin Zoo and Phoenix Park. Bright rooms offer free Wi-Fi, flat-screen TVs, and tea and coffeemaking facilities as well as private bathroom. Breakfast is served in an informal restaurant. Other amenities include 10 meeting rooms, and a bar. As of now we are holding 4 singles, 9 twins and 17 triples.
Meals: Daily breakfast and dinner is included.
First meal: Dinner, Tuesday May 10, 2022
Last meal: Breakfast, Friday May 13, 2022
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Maldron Hotel Newlands Cross
22 Naas Rd, Newlands Cross,
Dublin, D22 V6Y6, Ireland
Phone: +353 1 464 0140
Website: [Click Here](#)

May 13-15, 2022 - Cork

Teams: One college women basketball team.
Sport program: We will arrange 1 game.
Accommodation: This modern hotel is located 6 miles from Cork city center. Modern rooms offer flat-screen TVs and free Wi-Fi, plus tea and coffeemaking facilities as well as a private bathroom. The hotel offers a restaurant, a bar serving drinks and snacks as well as afternoon tea. Meeting rooms, event space and parking are also available. As of now we are holding 4 singles, 9 twins and 17 triples.
Meals: Daily breakfast and dinner is included.
First meal: Dinner, Friday May 13, 2022
Last meal: Breakfast, Sunday May 15, 2022
All meals will be served in the hotel
WiFi costs: Free of charge
Accomm. Address: Cork International Hotel
Lehenagh More, Cork Airport Business Park, Co.
Cork, T12 H516, Ireland
Phone: +353 21 454 9800
Website: [Click Here](#)

May 15-18, 2022 - Galway

Teams: One college women basketball team.
Sport program: We will arrange 1 game.
Accommodation: This modern hotel is 2 miles from the 16th-century Spanish Arch (center of town) and 3 miles from marine exhibits at Galway Atlantaquaria. Rooms for 1-3 people come with free Wi-Fi and flat-screen TVs, tea and coffeemaking facilities as well as private bathroom. Amenities include free parking and a fitness room. There's also a bar & restaurant serving lunch, dinner & bar menu. As of now we are holding 4 singles, 9 twins and 17 triples.
Meals: Daily breakfast and dinner is included.
First meal: Dinner, Sunday May 15, 2022
Last meal: Breakfast, Wednesday May 18, 2022
All meals will be served in the hotel
WiFi costs: Free of charge
Accomm. Address: Maldron Hotel Sandy Road Galway
Headford Point, Sandy Rd,
Galway, H91 ET6N, Ireland
Phone: +353 91 513 200
Website: [Click Here](#)

The above-mentioned accommodations may require a cash damage/security deposit in local currency (approx. \$ 100.00-\$400.00) from the group upon arrival and check in, so please be prepared for this. This deposit is refundable upon check out provided there is no damage to the accommodation/rooms. Please notice that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served with tap water on the table, however, in some countries this might not be offered. For breakfast tea and coffee is included and in most cases milk & juice.

Guide services:

A representative (tour manager) will be with your group throughout your stay. This person is the main contact between your group and Premier International Tours. If problems arise, please discuss these with tour manager first before you call our offices since they are on the ground and more able to resolve issues at the destinations. Your representative will help plan your daily schedule and help in the event of any unforeseen problems or changes. This representative is not a professional city tour guide(s), although he/she will have general knowledge of the cities you are staying in and the surrounding areas. Please find below a job description of our representatives.

- Be with the group from arrival till the last evening. Join them during transfers to the accommodation, location where meals are served, fields, game events and excursions.
- Discuss the program in advance with club contact. Create a good relationship with the club contact and driver (if group has a private bus available).
- Translate where necessary.
- Make sure group behaves correctly; attend opening, finals, award ceremonies, and other organized activities.
- Mediate in case of damages or conflicts with/to accommodation, busses, etc. Make sure to make a report of this.
- Support the group in case of visit police station (theft) and/or hospital.

It is very important that the group leader sits down with the guide upon arrival and discusses the daily program and sightseeing activities planned. Then, during the trip the group leader should also discuss each day with the guide the program for the next day in case of any last-minute changes so the guide can communicate any changes to other parties (hotel staff for meals, bus driver, etc.)

Please note that it is customary to tip the guide at the end of the trip if the guide has done a good job. We recommend collecting approx. \$10.00-\$20.00 per person (local currency) for each guide for the trip.

Ground transportation:

During your stay two private busses will be available exclusively for your group. The motor coach can be used for excursions and all local transportation (such as transfers to/from the friendly game locations and for sight-seeing). You have a maximum of 800 kilometers available per bus. The following restrictions have been set by the European transportation departments:

- The bus driver can drive a maximum of 9 hours per day and can be on duty for 12 hours (so 3 hours wait/rest time during a day). Twice a week the driver may use the bus 10 hours. This is usually used for long transfers from country to country.
- Each day the bus driver must have an 11 hours rest period between his transportation duties.
- During transfers every 4 hours the driver must make a 45-minute required rest stop.

It is also customary to tip the bus driver if you have a private bus throughout the trip and the same bus driver throughout the trip. We recommend approx. \$5.00-\$10.00 per person for this.

Air transportation/flights:

The following flights have been booked for your group:

May 9	10:10pm	Departure flight AA 208 Chicago to Dublin
May 10	11:40am	Arrival Dublin airport
May 18	9:30am	Departure flight AA 209 Dublin to Chicago
	11:30am	Arrival Chicago airport

Seat assignments:

Around 90 days before departure we will send the team manager or coach a list to fill out with the official names (as per passport) for the airline. Passengers can add seat requests to this spreadsheet such as 'window seat' or 'aisle seat' or who wants to seat together. These requests **cannot** be guaranteed. American Airlines will assign seats at the time of ticketing. Passengers can access their reservation using their PNR/Record Locator and last name online at the airline's website (American Airlines) to change their seating assignments.

Check in:

Passengers can check in for their flight online 24 hours prior to their departure.

Airline Tickets:

Airline tickets will be forwarded to the group leader approx. 2-3 weeks prior to departure after the final names have been supplied to us by the group leader and we have received full payment from all travelers. When airline tickets are sent, we will also include instructions on how, when and where the group passengers can check in and how to make flight changes while traveling if necessary.

Groups will check in at the airport, allow for 3 hours prior to departure.

Information for flights in case of flight changes or cancellations:

Please note that your group is booked through the group departments of airlines under group fare guidelines and conditions. Many times, we must go through the group department of the airline to change flights for the group or individual passengers, etc. Therefore, please follow these guidelines with any flight cancellations or changes during the trip.

- In case of any flight delays that will result in missing a connection or any flights that are cancelled, always first work with an airline representative at the airport to fix the issue and get the group on other flights.
- If any individuals want to change flights (dates only, routing changes not permitted), then individuals should contact the airline first to see if the change can be made. If the change cannot be made by the airline, contact us and we will contact the airline group department and attempt to make the change. Please note that the group departments of airlines are closed on the weekends, so we have some limitations.

Sightseeing activities/excursions:

Included below are the excursion options we offer. We offer the service to pre-book 1 or more of these excursion options but not later than **90 days** prior to departure.

Day by Day Itinerary

Putting together your day-by-day itinerary is a complicated process since there are various items/tour components to take into consideration which makes it a multi-step process.

1. We create a provisional itinerary which will be similar to the itinerary included in the proposal you received from us before booking your tour. After that, we would like to know at least 90 days before departure which specific excursions your group would like to book. We will not be able to book these excursions right away because we need to wait for the game schedule which will be available approx. two weeks before departure. So they are subject to availability at that time.
2. Then we start working on your team's game schedule.

It is common that we won't know your team's game schedule until approx. 1-3 weeks prior to your departure because:

- a) Many international teams - local teams at your travel destinations - will only find out 3-4 weeks prior to your tour dates what kind of league games they need to play and when they are available to play against your team.
- b) Many of the clubs in Europe use community/municipal courts and these cities won't release these courts 2-3 weeks prior to the assigned games.
- c) After your games are assigned, we need some additional days to plan the excursions you would like to have pre booked.

This is all time consuming since it is a lot like a puzzle which will come together bit by bit/piece by piece. This the reason we are not able to send you the final itinerary as soon as you and your travelers would like. We strive to have a final itinerary available between 1-3 weeks prior to departure.

People not booking arrangements through Premier International Tours:

Please be aware that we cannot provide any transportation from or to the airport or for any pre-arranged group tour activities (sightseeing excursions, etc.) or any transportation arranged for the group for individuals which did not book the tour package with Premier International Tours. Because of liability/law issues with our suppliers (Bus Company, etc.) persons who booked their own flights and accommodation are not allowed to just join the group on bus transfers arranged for the group.

If you have anyone who wants to join the group later in the booking stage, please contact us no later than **90 days before the departure** date and we will try to accommodate the requests.

General Participation Conditions:

We again strongly encourage your participants to review the General (Cancellation) Conditions and General Information document on your group website page to make sure all participants are aware of/understand these conditions to avoid any misunderstandings.

Final payment:

Please notice that delayed payments (within 6 weeks prior to departure) must be done by cashier's checks or credit cards. We will release the travel documents and travel information after receipt of full payment of ALL travelers.

Group arrangements:

This is a group tour arrangement. The participant prices are based on the number of people traveling. If this number goes up or down the participant prices will be adjusted as per your proposal.



Documents you will receive from us:

- Final itinerary: 1-3 weeks prior to departure.
- Airline tickets: 2-3 weeks prior to departure.

Should you have any questions please do not hesitate to contact me.

Yours in Sports,

Loek van Zijl
President L & J Group, Inc. DBA Premier International Tours

SIGHTSEEING IN DUBLIN

1) TRINITY COLLEGE AND COLLEGE GREEN

Price: Adults \$14.00 per person

Trinity College is probably the best spot to kick off your Dublin tour. It's at the heart of the capital, packed full of incredible history, and it's the oldest university in Ireland having been founded in 1592 by Queen Elizabeth I. Occupying an enviable 40-acre site, Trinity retains some of its ancient seclusion of cobbled squares, gardens, and parks and is famed throughout the world for its collection of great treasures. These include, on permanent exhibition, the 9th century illuminated manuscript, the Book of Kells, the Books of Durrow and Armagh, and an ancient Irish harp. The priceless artefacts are displayed in the Treasury and the awe-inspiring 18th-century Long Room, which houses more than 200,000 of Trinity's oldest books and hosts regular literary exhibitions.

2) NATIONAL GALLERY OF IRELAND

Price: Free Admission.

A right turn at the end of Kildare Street will bring you to the National Gallery of Ireland with entrances on Clare Street and Merrion Square West. Housing the finest collection of Irish art in the world alongside an outstanding collection of European art from the Middle Ages to the present day, this is a must-see while in the capital. The gallery opened in 1864 with wings being added in 1903, 1968, and most recently, 2002. Collections include the Yeats Museum, seven rooms devoted to Irish art, Italian Painters, the Shaw Room, and Baroque Room. The gallery, which is spread over four levels, regularly hosts impressive temporary exhibitions, and there's an excellent café popular with locals and visitors alike.

3) PHOENIX PARK AND DUBLIN ZOO

Price: Seniors \$16.00, Adults \$21.00, Under 16s \$15.00, Under 3s Free

An 18-minute walk from Collins Barracks is Dublin Zoo in Phoenix Park. This is the largest enclosed urban park in Europe, some 1,750 acres, which is surprising given that Dublin is a relatively small capital city. Hundreds of deer roam the parkland, the President of Ireland's official residence is here along with Deerfield, a beautiful 18th-century property home to the American Ambassador to Ireland. There's a Visitors Centre located close to a 17th-century tower house, Ashtown Castle, for those wishing to find out more about the park and its environs. At the far Castleknock Gate end and on some 78 acres stands stately Farmleigh House dating from the 1800s and purchased by the Irish state from the Guinness family in 1999.

4) THE GUINNESS STOREHOUSE

Price: Adult \$24.00 – 10% Discount for groups

It takes a LOT to become iconic, but Guinness has done it. The "Black Stuff" may be famous the world over, but this slow-settling porter started off life in St James's Gate at the heart of old Dublin. Back in 1759, an enterprising brewer by the name of Arthur Guinness took out a 9,000-year lease on the brewery here for an annual rent of £45. A couple of centuries later, the Storehouse was born. Built in the style of the Chicago School of Architecture 1904, it was originally used as a fermentation house. Today its Ireland's number one visitor attraction – a gleaming, multimedia exhibition on everything from retro advertising to the craft of brewing, topped off with a pint in the 360-degree Gravity Bar. When you get there, don't forget to raise your glass to Arthur's wonderful creation!

Prices and availability for these excursions may change a little by the time of booking

SIGHTSEEING IN WEST IRELAND

1) AUGHNANURE CASTLE

Price: Adults \$7.00 per person, Students \$5.00.

Aughnanure Castle was built in the 16th century as a stronghold of the O'Flaherty clan, and is renowned for its unusual double bawn. It lies in picturesque surroundings close to the shores of Lough Corrib. In 1546, the O'Flaherty's motto "Fortune favours the strong" and the powerful Mayo O'Malley's Motto "Powerful by land and by sea", were joined in the marriage of Donal an Chugaidh O'Flaherty and Grainuaile or Grace O'Malley. Standing on what is virtually a rocky island, the Castle is a particularly well-preserved example of an Irish tower house. In addition, visitors will find the remains of a banqueting hall, a watch tower, bastions and a dry harbour.

2) CLARE ISLAND

Price: Upon Request.

Beautiful Clare Island lies off the west coast of Ireland at the entrance to Clew Bay. As the largest of the Mayo islands, Clare Island has a delightfully varied terrain, with spectacular sea-cliffs, very large numbers of nesting sea birds, and a rich 'inland' topography of hills, bogs, and small pockets of woodland. The island lies just four miles off Roonagh Point, and the ferry crossing takes approximately 20 minutes.

3) GLENGOWLA MINES

Price: Adults \$17.00, Students \$15.00, Children \$8.00

Make sure you visit this unique attraction when in Galway. The Glengowla Mines is located just off the main Galway city/Clifden road not far from Oughterard (about 3km). Glengowla is one of the best examples of a silver and lead mine in the country and is, in fact, Ireland's only show mine! Glengowla is the remnants of a 19th century silver and lead mine which has been restored into a visitor attraction with a heritage and visitor centre, a blacksmith's shop, a circular powder house, a rock and mineral shop and lots more.

4) MUCKROSS HOUSE GARDENS & TRADITIONAL FARMS

Price: \$12.00, Joint Ticket \$20.00

This eye-catching 19th-century Victorian mansion, an easy 16-minute drive from Killarney town center, is in a magnificent lakeside setting in Killarney National Park surrounded by sumptuous gardens and parkland. The house is near the shores of Muckross Lake, one of Killarney's three lakes. Four successive generations of the Herbert family occupied this location, although the house visitors now see was completed in 1843. Queen Victoria famously stayed here in 1861, and huge improvements to the structure and gardens were made prior to her visit. Touring the beautiful house is a must-do as is a jaunt around the lavish gardens in a jaunting car (pony & trap).

5) ST. JOHN'S CASTLE

Price: \$15.00

Experience 800 years of history with this admission ticket to King John's Castle in Limerick. Explore this 13th-century fortress at your own pace, discovering its past through the working displays, costumed guides, and interactive Visitor Centre, complete with sophisticated computer animations, 3D models, and touchscreens. Take in views from the tower, see the replica medieval scenes in the courtyard, and relax at the scenic café.

Prices and availability for these excursions may change a little by the time of booking