



Travel Planning & Booking Agreement

This agreement is made and entered into between **Ohana World Travel LLC**, hereinafter referred to as "**the Agency**," and **[Client Name(s)]**, hereinafter referred to as "**the Client**."

1. Scope of Services

The Agency agrees to act as a travel advisor and independent booking agent for the Client. Services include researching, planning, and booking travel arrangements such as flights, accommodations, tours, and transportation on behalf of the Client. The Agency will provide recommendations and facilitate reservations based on the preferences and information provided by the Client.

2. Agency's Role as Facilitator

The Client acknowledges that the Agency acts solely as a facilitator and booking agent. The Agency does not own, manage, operate, or control any of the third-party vendors, including but not limited to airlines, hotels, tour operators, and cruise lines (hereinafter referred to as "**Vendors**"). The Agency is not responsible for any acts, omissions, or defaults of these Vendors.

3. Vendor Rules, Terms, and Conditions

The Client understands and agrees that all bookings are subject to the terms, conditions, rules, and regulations set forth by the respective Vendors. The Agency cannot override or alter any Vendor's policies, including those related to cancellations, refunds, changes, and force majeure events. The Client is responsible for reviewing and understanding the Vendor's terms and conditions before confirming a booking. The Agency will provide access to these terms or links to where they can be found.

4. Client's Responsibilities

The Client is responsible for:

- Providing accurate and complete information required for booking, including legal names, dates of birth, and passport details.

- Reviewing all booking confirmations, itineraries, and documents immediately upon receipt to ensure accuracy.
- Adhering to all Vendor rules, including check-in/check-out times, baggage allowances, and any specific health or safety requirements.
- Obtaining and carrying all necessary travel documents, such as passports, visas, and any required health certificates.
- Obtaining travel insurance to protect against unforeseen circumstances.

5. Fees and Payment

The Client agrees to pay the Agency a non-refundable planning fee of ____0____. This fee covers the time and expertise required for research and itinerary development and is separate from the cost of the travel arrangements.

All payments for travel arrangements will be processed directly with the respective Vendors or, in some cases, through the Agency as an authorized agent. The Client agrees to adhere to all payment deadlines. Failure to do so may result in automatic cancellation of the booking by the Vendor.

6. Cancellations and Refunds

Any request for cancellation or changes must be submitted to the Agency in writing. The Client understands that they are subject to the cancellation and refund policies of the individual Vendors. Vendor policies may be strict, and refunds may not be available. The Agency will do its best to assist in the process, but the final decision on any refund lies with the Vendor.

7. Limitation of Liability

The Client agrees to release and hold harmless the Agency, its agents, and employees from any and all liability for any loss, damage, injury, or expense caused by or related to the services of the Vendors. This includes but is not limited to delays, cancellations, overbookings, and any other issues outside of the Agency's direct control.

8. Acceptance of Agreement

By their signature below, the Client(s) acknowledge that they have read, understood, and agree to the terms and conditions of this agreement.

Client Name(s): _____

Signature: _____

Date: _____

Agency Representative: _____

Signature: _____

Date: _____