

DePauw University Women's Soccer
Cristin Allen and Andrea Grammel

January 17th, 2023

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 25th – May 29th, 2023 – Spain-Madrid

Teams: Women's College Soccer Team.

Sport program: Two games will be arranged.

Accommodation: This 3-star hotel is located 4 miles from the center of Madrid and 2 miles from Santiago Bernabéu Stadium, home of Real Madrid. Featuring free Wi-Fi, the rooms offer flat-screen TVs, minibars, a private bathroom and desks. The hotel offers a bar and cafe, as well as breakfast room. For now, we have booked 3 quads, 10 triple rooms, 6 double rooms and 2 single rooms. All rooms have 1, 2, 3 or 4 single/twin beds.

Meals: Daily breakfast and dinner is included.

First meal: Dinner – May 25th, 2023

Last meal: Breakfast – May 29th, 2023

All meals will be served in the hotel. Dinner at the hotel or a nearby restaurant.

WiFi costs: Free of charge

Accomm. Address: Hotel Chamartín The One
C. de Agustín de Foxá, s/n,
28036 Madrid, Spain
Phone: +34 913 34 49 00
Website hotel: [Click here](#)

May 29th – June 2nd, 2023 – Portugal-Madrid.

Teams: Women's College Soccer Team.

Sport program: Two game will be arranged.

Accommodation: In a modern building overlooking the Atlantic Ocean, this hotel is located 1 mile from the center of town and 16 miles from Lisbon. The rooms all with a private bathroom, balconies, free Wi-Fi and flat-screen TVs. The hotel amenities are a gym, a sauna and a Turkish bath. Other amenities include a bar, a restaurant and a business center, as well as volleyball and tennis courts. There are also indoor and outdoor pools. For now, we have booked 3 quads, 10 triple rooms, 6 double rooms and 2 single rooms. All rooms have 1, 2, 3 or 4 single/twin beds.

Meals: Daily breakfast and dinner is included.

First meal: Dinner – May 29th, 2023

Last meal: Breakfast – June 2nd, 2023

All meals will be served in the hotel

WiFi costs: Free of charge

Accomm. Address: Hotel Pestana Cascais
Av. Manuel Júlio Carvalho e Costa 115,
2754-518 Cascais,
Portugal
Phone: +351 21 482 5900
Website hotel: [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 note that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served 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 highly 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:

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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, see below for when you have different bus drivers:

- If you only have the driver one day and no special services – tipping isn't necessary
- If you have a driver for 2 or more days – highly recommend tipping
- You can ask the tour manager to check with the driver on day one if they will be with you the whole trip and if not, they can confirm when the change will be made. Based on this you can tip accordingly.

Air transportation/flights:

32 passengers are booking on the following flights:

24May	AA #2221	Indianapolis IND - Charlotte CLT	10:46am dep. – 12:25pm arr.
24May	AA #748	Charlotte CLT - Madrid MAD	04:50pm dep. – 06:40am arr. (5/25)
02Jun	AA #259	Lisbon LIS - Philadelphia PHL	11:05am dep. – 01:55pm arr.
02Jun	AA #4516	Philadelphia PHL – Indianapolis IND	03:30pm dep. – 05:30pm arr.

16 passengers are booking on the following flights:

24May	AA #2221	Indianapolis IND - Charlotte CLT	10:46am dep. – 12:25pm arr.
24May	AA #748	Charlotte CLT - Madrid MAD	04:50pm dep. – 06:40am arr. (5/25)
02Jun	AA #259	Lisbon LIS - Philadelphia PHL	11:05am dep. – 01:55pm arr.
02Jun	AA #1750	Philadelphia PHL – Indianapolis IND	06:30pm dep. – 08:30pm arr.

2 passengers are booking on the following flights (Zoie Obst & Anissa Nourse):

24May	AA #2221	Indianapolis IND - Charlotte CLT	10:46am dep. – 12:25pm arr.
24May	AA #748	Charlotte CLT - Madrid MAD	04:50pm dep. – 06:40am arr. (5/25)

3 passengers are booking on the following flights (Kapusta/Saccomanno):

24May	AA #2194	Chicago ORD - Charlotte CLT	12:15pm dep. – 03:14pm arr.
24May	AA #748	Charlotte CLT - Madrid MAD	04:50pm dep. – 06:40am arr. (5/25)
02Jun	AA #259	Lisbon LIS - Philadelphia PHL	11:05am dep. – 01:55pm arr.
02Jun	AA #1359	Philadelphia PHL – Chicago ORD	08:45pm dep. – 10:09pm arr.

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 be seated 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.

Referees:

For your games a referee(s) will be provided.

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.) people 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 note 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.

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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.

Sincerely yours,

Loek van Zijl
President Premier International Tours

Touristic information Madrid

Madrid is the capital city of Spain and the largest city in Spain. The city has a population of almost 3.2 million with a metropolitan area population of approximately 6.5 million. It is the third-largest city in the European Union, after London and Berlin, and its metropolitan area is the third-largest in the European Union after those of London and Paris.

BERNABEU FOOTBALL STADIUM: The Estadio Santiago Bernabéu is an all-seater football stadium in Madrid, Spain. It was inaugurated on 14 December 1947 and is owned by Real Madrid Club de Fútbol. It has a current capacity of 85454 spectators. El Bernabéu, renamed in honor of their former chairman Santiago Bernabéu Yeste, is one of the world's most famous and prestigious football venues. It has hosted the European Cup final on four occasions: in 1957, 1969, 1980, and the UEFA Champions League Final in 2010. The Bernabéu is both the second-largest stadium in Spain and the second-largest stadium home to a top-flight European club, behind only Camp Nou, home to rival Barcelona.

ROYAL PALACE: The Palacio Real de Madrid is the official residence of the Spanish Royal Family at the city of Madrid, but is only used for state ceremonies. King Felipe VI and the Royal Family do not reside in the palace, choosing instead the more modest Palacio de la Zarzuela on the outskirts of Madrid. The palace is owned by the Spanish State and administered by the Patrimonio Nacional, a public agency of the Ministry of the Presidency. The palace is located on Calle de Bailén (Bailén Street), in the Western part of downtown Madrid, East of the Manzanares River. Several rooms in the palace are regularly open to the public except during state functions.

PRADO MUSEUM: The Museo del Prado is one of the most popular tourist attractions in Madrid. The 18th century structure designed by architect Juan de Villanueva houses one of the world's finest art collections. A 2007 expansion has made the famed museum easier to navigate. With more than 7,000 works of art representing culture and history from the 12th century to the early 19th century, however, it's impossible to see everything in a single visit. Visitors may wish to focus on the museum's collection of Spanish artists, including Goya, El Greco, da Ribera and Velázquez, which is inarguably the best collection of Spanish paintings in the world.

PLAZA DE LA VILLA: The Plaza de la Villa is a picturesque small square in the heart of Madrid, not far from the much larger Plaza Mayor. In contrary to the latter, the buildings at the Plaza de la Villa all have contrasting styles. The largest building at the square is the former Town Hall or Casa de la Villa (ayuntamiento). Construction started in 1644 by Juan Gómez de Mora, the architect of the Plaza Mayor.

LAS VANTAS: The Plaza de Toros de Las Ventas is a famous bullring in Madrid, Spain. Situated in the Guindalera quarter of the district of Salamanca, it was inaugurated on June 17, 1931. It has a seating capacity of 25,000 and is regarded as the home of bullfighting in Spain. This bullring was designed by the architect José Espeliú in the Neo-Mudéjar (Moorish) style with ceramic incrustations. The seats are situated in ten "tendidos". The price of the seats depends upon how close they are to the arena and whether they are in the sun or the shade (the latter being more expensive).

Touristic Information Lisbon

Lisbon is the stunning capital city of Portugal, and is one of the most charismatic and vibrant cities of Western Europe. It is a city that effortlessly blends traditional heritage, with striking modernism and progressive thinking. As a holiday destination, Lisbon offers a rich and varied history, lively nightlife and is blessed with a glorious year-round climate.

Sintra:

Sintra is a resort town in the foothills of Portugal's Sintra Mountains, near Lisbon. A longtime royal sanctuary, its forested terrain is studded with pastel-colored villas and palaces. The Moorish and Manueline-style, Sintra National Palace, is distinguished by dramatic twin chimneys and elaborate tilework. The hilltop 19th-century Pena National Palace is known for a whimsical design and amazing views. Sintra and its surrounding mountains (Serra de Sintra) are classified as a UNESCO World Heritage Site.

Jeronimo Monastery:

A former monastery of the Order of Saint Jerome near the Tagus River in the parish of Belém, in the Lisbon Municipality, Portugal. The monastery is one of the most prominent examples of the Portuguese Late Gothic Manueline style of architecture in Lisbon. It was classified a UNESCO World Heritage Site, along with the nearby Tower of Belém, in 1983.

Belem Tower:

The tower was commissioned by King John II to be part of a defense system, and is a prominent example of the Portuguese Manueline style, but it also incorporates hints of other architectural styles. The structure was built from lioz limestone and is composed of a bastion and a four-story tower. It has incorrectly been stated that the tower was built in the middle of the Tagus and now sits near the shore because the river was redirected after the 1755 Lisbon earthquake. In fact, the tower was built on a small island in the Tagus River near the Lisbon shore.

Sao Jorge Castle:

Saint George Castle is a Moorish castle occupying a commanding hilltop overlooking the historic center of the Portuguese city of Lisbon and Tagus River. The strongly fortified citadel dates from medieval period of Portuguese history, and is one of the main tourist sites of Lisbon.

Cascais and Alfama:

Cascais is a cosmopolitan suburb of the Portuguese capital and one of the richest municipalities in Portugal. The village gained fame as a resort for Portugal's royal family in the late 19th century and early 20th century. Now it is a popular vacation spot for both Portuguese and foreign tourists. The Alfama is the oldest district of Lisbon, spreading on the slope between the São Jorge Castle and the Tejo river. Among the churches of the Alfama are Lisbon Cathedral, the oldest of the city, the Convent of the Grac, near the Castle, the mannerist Monastery of São Vicente de Fora where the Kings of the House of Braganza are buried, and the baroque Church of Santa Engrácia, now converted into a National Pantheon for important Portuguese personalities.