



# Carolina Tours, LLC



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TOUR RESERVATION FORM FOR \_\_\_\_\_  
(Name of Tour) (Tour Date)

NAME OF PERSON MAKING RESERVATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(City/State/Zip)

TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_  
(Include Area Code) (Include Area Code)

CELL \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
(Include Area Code)

### FOR TOURS WHICH REQUIRE OVERNIGHT ACCOMMODATIONS

\_\_\_ Single (1) \_\_\_ Double (2) \_\_\_ Triple (3) \_\_\_ Quad (4)

\_\_\_ Smoking \_\_\_ Non-smoking

\_\_\_ We request a 'handicapped' room.

We are traveling with \_\_\_\_\_ and would like rooms near one another.

The following people will be in my room: \*Include address and telephone #.

1. \_\_\_\_\_  
(person making reservation)
2. \_\_\_\_\_ \*
3. \_\_\_\_\_ \*
4. \_\_\_\_\_ \*

**ONE DAY TOURS**  
My husband/daughter/son/etc. is traveling with me. Payment is included.  
Name: \_\_\_\_\_

**IF YOU ARE TRAVELING WITH SOMEONE WHOSE ADDRESS DIFFERS FROM YOURS....**  
**PLEASE PROVIDE A SEPARATE RESERVATION FORM FOR EACH PERSON TRAVELING WITH YOU.**

**Departure Sites**  
The motor coach will always depart from the Wal-Mart in Summerville (N. Main) and from Dutch Square in the Midlands unless your itinerary indicates otherwise. Please indicate which of these would be best for you.  
Summerville, Exit 199 off I-26 \_\_\_\_\_  
Dutch Square \_\_\_\_\_  
(Exit 108 off I-26/Exit 63 or 65 off I-20)  
If you are from out of town, and our route is such that we can pick you up on the way to our first night's destination, we will try to do so. Please talk with us about what will work best for you' but also realize that due to time restraints we may not be able to honor all requests.

**Remember: A per person deposit is required to hold your space. See back of this form for specific amount.**

**METHOD OF PAYMENT**

\_\_\_ Check \_\_\_\_\_ **OR** \_\_\_\_\_  
(Amount) (Check #)

\_\_\_ Credit Card Please charge \$ \_\_\_\_\_

Type of Credit Card: \_\_\_ Visa \_\_\_ Master Card

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit Code (on back of card) \_\_\_\_\_

NAME AS IT APPEARS ON CARD:  
\_\_\_\_\_

**FOR OFFICE USE**

**Cost of Tour:** \_\_\_\_\_

**Discount:** \_\_\_\_\_ **OR** \_\_\_\_\_

**Travel Rewards:** \_\_\_\_\_  
(only at Travel Talks)

**Amount Paid:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

Remember, "Expect something special when you travel with Carolina Tours!"

## ***Policies and Procedures***

### ***Reservations***

Please make your **reservation and deposit** as early as possible. This not only guarantees **your** space, it also helps **us** continue to offer the tour. Because hotels, theaters, coach companies, etc., are requiring non-refundable deposits months in advance, we must have deposits/payments by the deadlines applied to us in order to continue selling the tour package.

***If a published deadline has passed and you are interested in a trip, please call to inquire about availability.***

***Deposits: YOUR DEPOSIT IS DUE WITH YOUR RESERVATION. REMEMBER, YOUR SPACE ON A TOUR IS CONFIRMED ONLY WHEN YOUR DEPOSIT HAS BEEN RECEIVED.***

***For Motor Coach Tours: Full payment is due on ALL one day tours. All others are as follows:***

Tours priced less than \$100.....Full payment      Tours priced \$100 to \$299....\$50 deposit per person

Tours priced from \$300 to \$1000.....\$100 deposit per person      Tours priced over \$1000.....\$250 deposit per person

*Cruises and fly tours have different deposit requirements, payment schedules and different cancellation policies.*

*Refer to specific flyers for this information.*

### ***Final Payment***

***Your final payment for a motor coach tour is ALWAYS due 45 days prior to departure date, unless otherwise stated.***

***Your final payment for a cruise or fly tour is ALWAYS due 90 days prior to departure date, unless otherwise stated.***

*Please mark your calendar since your receipt of deposit may be the only reminder you receive.*

### ***Method of Payment***

We will gladly accept payment in the form of cash, personal check, or by credit card. For your convenience, we accept Master Card and Visa on all motor coach/fly tours that are not discounted. For cruises, we accept all major credit cards.

***Cancellation & Refund Policy*** *An administrative fee will be charged for all cancellations and transfers.\**

***Your cancellation does not become effective until written notice is received.***

Carolina Tours understands there may be unforeseen conditions which arise that make it necessary to cancel your reservation. Regardless of the reason, cancellations and transfers result in a costly process of letters, long distance calls, accounting adjustments, refund checks, etc., plus loss of non-refundable tickets, accommodations and coach seats. In fairness to all of our customers, we must abide by the following policy:

- 1. Prior to 90 days from date of departure** —for all tours, any penalties applied to CT by our vendors (i.e. hotels, event tickets, meals) may be withheld, plus a \$10 administrative fee.
- 2. 89 days to 15 days from date of departure** — for multi-day tours only — an administrative fee of \$25 will be withheld from your initial deposit/payment. For all tours, the price of your bus seat plus any penalties applied to CT by our vendors (i.e. hotels, event tickets, meals) may also be withheld.
- 3. 14 days to 0 days from departure date** — all monies paid for cancelled tour become **non-refundable** unless your space is re-sold.

***\*Cancellations for fly tours and cruises may carry additional penalties imposed by vendors.***

***In addition, any penalties applied to CT by our vendors (i.e. hotels, event tickets, meals) may be extended to client.***

*Refunds are NOT given on tours for attractions, meals, etc. for which individuals choose not to participate.*

***Travel Programs:*** ***TRAVEL REWARDS*** may be used **only** at travel presentation and their dollar value must be in addition to your trip deposit. (If you are from out of state, you may send them in with reservation prior to the date of the first Travel Talks.) If you pay in full at a Travel Talk for a tour, deduct amount of travel dollars from total amount paid. Travel Rewards may be applied retroactively to current tours reserved the previous year if the tour is not already paid in full or discounted. Travel Reward Certificates may not be used in conjunction with other tour discounts and must be used by the last travel talk. ***TRAVEL DOLLARS*** with a face value of \$5.00 or more may be redeemed for cash during any multi-day tour...one coupon per tour, please. They may **not** be redeemed at the preview meetings nor on one day tours. Travel Dollars and Travel Reward Certificates must be signed upon receipt and are non-transferable.

***Travel Protection:*** ***We can now provide travel insurance.*** CT now has an in-house insurance company and we do **strongly encourage** you to purchase travel insurance. Contact us for more information. Remember, if you have a pre-existing condition, you should take out insurance within 1 week of making a tour reservation for full coverage. Questions, call Carolina Tours, 1-803-356-3000 or TRAVEL GUARD INTERNATIONAL, 1-800-826-1300.

***Surcharges:*** Surcharges applied by vendors (cruise companies, airlines, coach companies, etc.) may cause your tour/cruise price to increase accordingly. Passengers will be notified when and if surcharge occurs.

***Responsibility:*** Carolina Tours acts solely as an agent on behalf of its tour patrons in arranging hotel accommodations, sightseeing tours, and other services. CT is not responsible for any deficiencies on the part of hotels, restaurants, airlines, cruise lines or any other company providing tour inclusions. CT acts only as an agent for the owners or contractors providing other means of transportation or other services, and shall not become liable or responsible in any way in connection with such other means of transportation or other services for any loss, injury, or damage to, or in respect of person or property howsoever caused or arising. We reserve the right to change any arrangements herein set forth should conditions necessitate, offering substitutes of equal value or to cancel any scheduled tour.

Neither Carolina Tours nor 5 Star Transportation is responsible for delays, extra expenses or any other inconveniences to passengers due to weather conditions, acts of terrorism or other "ACTS OF GOD."

*The right is reserved to decline, accept, or retain any person as a member of a tour at any time.*