



# Carolina Tours, LLC

Ingrid Long, Owner

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CRUISE 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/CELL \_\_\_\_\_  
(Include Area Code) (Include Area Code)

FAX TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PRINT FIRST AND LAST NAME AS THEY APPEAR ON OFFICIAL TRAVEL DOCUMENTS.  
REMEMBER, ALL CRUISES NOW REQUIRE PASSPORTS. PLEASE SEND COPY WITH THIS RESERVATION.  
PLEASE COMPLETE ALL OF THE FOLLOWING:**

CATEGORY/CABIN SELECTION: \_\_\_\_\_ Passport # \_\_\_\_\_

\_\_\_ Single (1) \_\_\_ Double (2) \_\_\_ Triple (3) \_\_\_ Quad (4) \_\_\_ Smoking \_\_\_ Non-smoking

If airfare is required, GATEWAY CITY from which you prefer to leave \_\_\_\_\_.

\_\_\_ 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 # Date of Birth Emergency #  
& Contact Name

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

**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: \_\_\_\_\_

Please watch payment deadlines—listed on cruise flyer.

### Dining Options:

\_\_\_ Main Seating \_\_\_ Late Seating

We would like to be seated with:

\_\_\_\_\_.

Special Occasions (birthday/anniversary):

\_\_\_\_\_.

**Insurance:** Information on insurance for your cruise will be provided after we process your reservation.

### FOR OFFICE USE ONLY

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

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

Travel Rewards: \_\_\_\_\_

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.***

***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 cruise or fly tour is ALWAYS due 90 days prior to departure date, unless otherwise stated on your flyer.***

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 cruise packages, we accept all major credit cards. Optional tours, cruise insurance, etc. should be paid by check made payable to Carolina Tours.

***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 follow the guidelines imposed by cruise companies or airlines, as appropriate.

***For specific cancellation penalties and amount of administrative fee charged, please refer to the cancellation policy stated on the flyer for the specific cruise or fly tour you have selected. Please call us if you do not have a flyer...we will send it to you right away.***

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

***The amount of the administrative fee is stated on each cruise/fly tour flyer.***

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.

***Insurance:*** All cruise companies provide insurance coverage through their in-house insurance company. Information will be provided after you send in your deposit.

***Fuel Surcharges:*** Fuel 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 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.***