

PAS Travel Club

Policies & Procedures



- Telephone reservations will NOT be accepted.
- **A deposit must be made at the time of your registration.**
Check payable to PAS or Pender Adult Services.
Final Balance Due on due date. On overnight trips this is due 6 weeks prior to travel date.
A \$30 cancellation fee will be assessed to any canceled trip for administrative cost.
Trip Protection must be purchase within 14 days of first deposit to waive pre-existing conditions.
- **We are traveling as a group.** You are asked to remain with your traveling partner or another traveler at all times. If you wish to leave the group you must communicate directly with the group leader.
- **We will not be responsible for roommate assignments.** A Single rate is available. If you wish to travel at the double occupancy rate, we encourage you to meet your potential roommate before deciding to “live with them” on a trip.
- All trips are subject to be cancelled if registration is not sufficient by the deadline date. All deposits will be refunded in full for all Agency cancelled trips. *Smaller groups may travel with another senior group leader.*
- PLEASE NOTE: **INDIVIDUAL CANCELLATIONS MUST BE MADE 60 DAYS IN ADVANCE FOR REFUND.** Trip Protection is available and is recommended! Cancellation is sometimes necessary but it effects our numbers, please purchase the trip protection! Refunds will only be made in the event that YOU are able to sell your space AND the trip is sold out. Most of our trips are based on guaranteed participation, and refunds are not available. **TRAVEL PROTECTION INSURANCE IS AVAILABLE AT TIME OF INITIAL DEPOSIT PAYABLE to PML AND IS NON-REFUNDABLE.**
- **We will not be responsible for anyone that is late for our departure times.** Please review itinerary for departure times. We will make every effort to stay on schedule. This applies to departure time as well as our itinerary schedule. Please be considerate of others and be prompt.
- All trips will depart from Heritage Place (901 S. Walker St., Burgaw). If numbers are sufficient pick up may be arranged in Hampstead at the Food Lion at Hwy 210 and Hwy 17. When two pick up locations are arranged the *first group of travelers will be asked to take seats on the passenger side of bus*, leaving front seating available for motion sickness and the driver’s side for second group of travelers.
- Front seats(both sides) are reserved for our tour leaders.
- **We may be able to make accommodations** for travelers with motion sickness to sit in the front area. A Doctors note is required and it is your responsibility to inform the tour guide at time of your registration.
- Trips will be open to Pender County residents first. An out of county guest may go with an in-county participant as a roommate. Out-of-county registrations will be accepted 2 weeks after initial registration deadline passes.

Make checks payable to PAS, and mail to: ***Pender Adult Services, Inc.***
Attn: Jennifer Mathews
P.O. Box 1251
Burgaw, NC 28425
(910)259-9119 x 303

Revised 12/28/2017