

## **Prime Time Travel (PTTC) Policy**

1. Motorcoach prices include round trip transportation, accommodations, meals, entertainment, admissions, tour escort, taxes and tips (except for the bus driver and escort) as per each trip's itinerary.
2. Prices are Per Person, Double Occupancy. Single rates are available.
3. All Reservations are considered tentative until a deposit is received.
4. Full payment for Motorcoach day tours is required within 7 days of reservation. \$100 deposit required for Broadway Shows. Trips of 2-3 days-50% deposit, 4 or more days, \$250 deposit.
- 5 Broadway shows No refund unless seats can be resold
6. Final payment is due 65 days prior to Broadway and multi-day Motorcoach tours.
7. Full refund available on most Motorcoach tours if written notification is received 65 days prior to trip  
Exception There is a \$10 transaction fee on credit card refunds
8. Refund on Air Tours and Cruises if cancelled 90-120 days prior to trip, as per carrier policy. A cruise/aft land cancellation made after deposit will incur a \$50.00 p/p administrative fee
9. If you cancel 22-65 days prior to a tour, fees are as follows:
  - 1 Day Tour - \$15 p/p + non-recoverable charges i.e. theatre tickets
  - 2-5 Day Tours - \$50 p/p + non-recoverable charges i.e. theatre tickets.
  - 6+ Day Tours - \$75 p/p + non-recoverable charges i.e. theatre tickets.The balance will be refunded in the form of a credit.
10. Within three weeks of the trip, cancellation will be 50%plus non-recoverable charges.  
7 days prior to departure, cancellation will be 100% penalty.
11. Cancellation Protection available for most day trips up to \$100 at a nominal \$7 cost. Cancellation must be for medical reasons verified by a Doctor's note. All refunds are processed after tour returns. Cancellation waiver must be purchased with deposit.
12. Your Medicare and/or private insurance may not be effective in Canada or anywhere outside the U.S. For that reason, Supplemental Insurance is available and recommended.
13. All travelers are expected to rotate seats on extended overnight trips.
14. Bus seats are assigned in order of receipt of deposit. If there are friends that you wish to sit together, indicate it when booking.
15. Special needs must be indicated at time of booking. Non-Smoking and smoking rooms are subject to availability.
16. Motorcoaches are equipped with lavatory, and climate control. It is always advisable to bring a sweater.
17. There is no smoking on motorcoaches.
18. PTTC is not responsible for any personal items left behind.  
It is the travelers' responsibility to arrive 15 minutes prior to departure time. Parking is at your own risk.
19. While every effort will be made to accommodate requests to travel together, we cannot guarantee same vehicle unless same departure location.
22. Motorcoach Tours subject to fuel surcharge.