

## SENIOR BOX OFFICE (SBO) TRAVEL

### **Instructions for completion of a trip registration form plus cancellation and refund policies**

Reservation forms may be printed from the web page <http://seniorboxoffice.org/travel> they are also available from the back of the travel brochure, or you may contact the SBO travel committee and request a copy.  
phone: 410-883-3797, or 410-882-3798  
email: [sbotravel@seniorboxoffice.org](mailto:sbotravel@seniorboxoffice.org)

**Completion of a trip registration form, and sending a check,  
certifies that you agree to the cancellation and refund policies defined below.**

### TO RESERVE YOUR PLACE FOR A TRIP:

- Complete a **Trip Reservation Form**, by printing the information clearly and legibly.
  - If more than one person is going, **please include the name, address, and emergency phone number for each person** on reservation form. Enter "Same" if the emergency information is the same for each person.
  - If requested in the advertisement for that trip, **please include your pick up point, meal choice and any dietary needs, as appropriate**. This information may be noted on the back of the registration form.
- Include a separate check, **payable to SBO Travel**, for each trip, and **include the name of the trip on the check**.
  - The check should cover the full amount for day trips, or the specified deposit for overnight trips.
  - Full payment for overnights trips must be received by the date specified in the trip advertisement in the brochure. Or web page. Final payment dates are determined by the facilities with which we are working, often payments must be received 30-60 days prior to defined starting date of the trip.
- Include a stamped, self-addressed envelope with each request for a trip reservation.
- Mail to: SBO Travel, 1801 Glen Keith Blvd., Baltimore, MD. 21234-5100.
- Your bus seat is determined by the date of receipt of full payment.

After all arrangements for a trip are completed, a validated reservation form will be returned to you listing the name and telephone number of the trip leader, and other pertinent information. This validated registration form is your ticket.

### CANCELLATION AND REFUND POLICY:

- **Day Trip:** Full refund if cancellation is received by trip leader 30 days prior to the defined starting date of a trip, except where otherwise stated in the advertisement, as with non-refundable theatre tickets.
- **Overnight trips, or trips scheduled for more than one day:** **Unless otherwise stated in the advertisement**, full refund will be made if cancellation is received **in our office 30 calendar days prior to the defined starting date for a trip**. Otherwise, you are at liberty to find your own replacement, notifying SBO of the change, and making your arrangement with them.
- If cancellations are made after time limits listed above, a full refund will be made only if there is a replacement for your reservation.
- Notice of cancellation of a trip due to weather conditions will be announced over radio station WBAL, or by a telephone call to each participant. If SBO cancels a trip, full refunds will be distributed for each trip reservation.

### SBO TRAVEL COMMITTEE CONTACT INFORMATION:

**Office Hours: Monday, Wednesday, Friday only – 10:00 am – 12:00 noon**  
**Telephone: 410-883-3797 or 410-997-3798**  
**Email: [sbotravel@seniorboxoffice.org](mailto:sbotravel@seniorboxoffice.org)**