



83 North Front Street  
PO Box 1234, Belize City, Belize  
TEL: 223-5505 FAX: 223-7007

Email: [bookings@seasportsbelize.com](mailto:bookings@seasportsbelize.com)  
[www.seasportsbelize.com](http://www.seasportsbelize.com)

## BOOKING AND CANCELLATION POLICY

### How to Confirm a Trip

A 50% deposit is required to book a trip and full payment is due 30 days prior to arrival to confirm reservations. If trip will occur within 30 days, full payment is required. Upon receipt of full payment reservations are confirmed and you will receive a confirmation sheet with map and directions to our shop via email and also a diver/snorkeler details form to complete and return so we can prepare for your arrival

### Payments

Payments can be made using the following methods:

- US check
- United States International Postal Money Order
- Sea Sports Belize Credit Card Authorization form

Please note payments made via US check or US Postal Money Order are for the exact amount of the trip costs, but credit card payments processed in Belize using our Credit Card Authorization form are subject to currency conversion charges levied by your credit card company/bank. Thankfully many credit card companies are now waiving these fees so you can check with your company and see if there is a charge.

### Checks or Postal Money Order

If you will mail a check to us in Belize please address to:

Sea Sports Belize  
83 North Front Street  
PO Box 1234  
Belize City, Belize

Please note mail to Belize takes about 2 weeks and US checks take 3 weeks to clear, so please consider mailing any payments at least 2 months prior to the trip date in order for us to confirm your trip. Once we receive payment in full then your trip is confirmed.

### Credit Card Authorization Form

The exchange rate in Belize is BZ\$2 to US\$1, so when we process your form we will multiply it by two, and the final amount on your statement will be a little greater due to currency conversion rates. Many banks no longer charge a foreign transaction fee but we recommend you check with your bank if you are unsure.

### Booking, Cancellation & Refunds

To confirm a trip a 50% deposit is required. The balance is due 30 days prior to your arrival. If trip date is less than

30 days away, then payment in full is required. Trips cancelled more than 60 days of arrival incur an administration fee of 10%. A cancellation fee equal to the deposit applies to bookings cancelled between 30 days to 59 days prior to travel. Within 30 days of arrival no refund is available. Excess alteration/changes to existing bookings will incur administration fee of \$33.75 per alteration/change.

If you will be arriving in Belize on a cruise ship and it does not come into port the week you are in it we will refund your payment in full. If management deems the weather unsuitable for the confirmed activity then your payment for the trip will be refunded in full. Please note, once the trip has commenced no refund will be issued. There are absolutely no refunds for "no shows."

### Travel Insurance

Guests are advised to obtain adequate travel insurance to cover cancellation due to ill health, accident, etc... Our friends and colleagues at DAN offer trip insurance to cover all your travel needs. For more details please see: <http://www.diversalernetnetwork.org/trip/refer.asp?RC=1188765>

### Weather Conditions

Belize is generally subject to fair conditions with sunny skies and calm seas, with the occasional squalls passing through. Weather events outside of the normal range are very unusual and rare and occur during passing "Northers" and tropical storms. Since many of our activities are subject to weather, some activities may be cancelled or made not available in some weather conditions. If you have a confirmed reservation for a trip and the weather appears to be questionable, we ask that you come to our office and check in as to status of the trip. Often it might rain in the morning but then it clears up and we can still head out on the trip and have a great day at sea.

### Dietary Requirements

If you or a member of your travel group has special dietary requirements, please advise at the time of booking to ensure adequate arrangements can be made to meet your needs.

**Please let us know if you have any additional questions!**

**SEA SPORTS BELIZE CREDIT CARD AUTHORIZATION FORM**

83 North Front Street, PO Box 1234, Belize City, Belize TEL: 011 (501) 223-5505 FAX: 011 (501) 223-7007  
bookings@seasportsbelize.com www.seasportsbelize.com

DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME (exactly as it appears on card) \_\_\_\_\_

CARD HOLDER HOME PHONE NUMBER \_\_\_\_\_

CARD HOLDER MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**DESCRIPTION OF SERVICE (please include tour name, cost, number of people)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT TO CHARGE\* (must be completed to confirm) \$US** \_\_\_\_\_

*\*(Please note that the amount will be processed in Belize dollars at a rate of 1 US\$ to 2 BZ\$ and that the charge may be slightly greater on your credit card if your bank charges international transaction fees. If they do charge the international fees the amount varies but is approximately \$1 for every \$100.)*

**PLEASE CIRCLE**                      MASTERCARD                      VISA                      AMEX                      DISCOVER

CREDIT CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_ CIB (3 digit number on back of card) \_\_\_\_\_

**BOOKING/CANCELLATION POLICY**

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I, \_\_\_\_\_, HAVE READ AND AGREE TO SEA SPORT'S BELIZE'S BOOKING/CANCELLATION POLICY AND AUTHORIZE SEA SPORTS BELIZE TO CHARGE MY CREDIT CARD THE AMOUNT INDICATED.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE TELL US ABOUT YOUR SHIP/HOTEL**

Cruise Line/Hotel \_\_\_\_\_ Trip Date \_\_\_\_\_

Ship Name \_\_\_\_\_ Arrival/Departure Time \_\_\_\_\_

**Thank you for choosing Sea Sports Belize!**