



Group Tours

To Make Reservations:

The Sales office is open Monday-Friday. To place a reservation, please contact Denyel Kohl at 703-684-0580 ext 15 or email dkohl@potomacriverboatco.com.

- Once a reservation is submitted, the group sales office will process and send a contract and a credit card authorization form.
- In order for the reservation to be accepted, the group sales office requires a **signed contract** to be returned within THREE business days of receiving the contract.
- Groups must submit final payment and group numbers five (5) days before the cruise.
- Any and all changes to the cruise must be done through the group sales office.
- Reservations are required by noon for the next day and payment in full with contract. There are NO REFUNDS.
- Group tour cancellation policy is full refund minus \$25.00 administrative fee within 15 days of cruise, 0-14 days NO REFUNDS.
- Tickets will be available the morning of your cruise at the ticket booth for pickup. Please arrive 30 minutes before your cruise.
- The group sales office does not assume responsibility for any lost or damaged tickets.



Private Charter Policy/Student Cruises

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Policy

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- In order for the reservation to be accepted, the group sales office requires a **signed contract** to be returned within THREE business days of receiving the contract.
- Charters/Student Cruises must submit final payment one month before the cruise and group numbers five (5) days before the cruise.
- Any and all changes to the cruise must be done through the group sales office.