



Education Program Reservation Contract

Opal Creek Ancient Forest Center is a 501(c)3 non-profit organization seeking to promote conservation through educational experiences in wilderness.

Reservation Policies

Opal Creek Ancient Forest Center seeks to exceed the expectations of every group that chooses our programs. In an ongoing effort to provide better service and greater clarity and reliability, we provide all persons interested in making a reservation with the following information. Please read the following terms of your reservation, sign the bottom, and return to our office. **No reservation is complete without receipt of this signed statement of terms.**

- A **deposit of 25%** of the projected final invoice is required to reserve your program dates.
- After receipt of the deposit and confirmation of this reservation, **we will send a comprehensive pre-trip packet** of materials that contains all the necessary information to ensure a safe and effective trip. Some of these materials are due back to us prior to the program date.
- **Cancellations of 120 days or more** prior to the event date are eligible for a full refund of the deposit.
- **Cancellations of 90-119 days** prior to the event are eligible for a refund of 50% of the deposit
- **Cancellations of 60-89 days** prior to the event are eligible for a 25% refund of deposit.
- **Cancellations of less than 60 days forfeit the full deposit.**
- Cost per night per person for grade school is based on Free and Reduced Lunch percentages. Cost per night per person for university and adult groups is \$85. One teacher/trip leader comes free of charge with each class. Cost includes lodging, meals, and instruction.
- Groups are expected to bring the number of participants indicated at the time of registration. **Final numbers are due to our program director 30 days prior to arrival.** We allow for a 10% reduction in group size from the final reserved amount without penalty. On decreases greater than 10%, the group forfeits the deposit amount on the difference between the 10% allowance and the actual number attending. We strongly discourage bringing significantly more than the reserved amount, as we plan staffing and food purchasing based on the expected number of participants.
- **Final payment is based on the final number of participants and is due after completion of the trip.** We will invoice the group immediately after departure and **require a full payment within 14 days.** Final payment must come in the form of a single check or charge payment made to Opal Creek Ancient Forest Center. We are not responsible for payment lost in the mail.
- If for any reason we are required to cancel the reservation due to facility or environmental concerns, we will promptly refund the deposit or apply it to future program dates.