TEAMBUILDING CENTER Full Facility Request								
BOY SCOUT GROUP	<u>S</u> : □ Council	🗆 Base Camp	□ District □	Pack	🗆 Troop 🗆 Ci	rew 🗆 Post		
Unit # (4-digit code)]	District:	Co	ouncil (i	f not NSC):			
GROUP/EVENT NAME:								
<u>CONTACT INFORMATION</u> : One listed contact must attend the event. BSA Policy requires at least two adult leaders on all trips. The adult leader in charge must be at least 21 years old. Coed Venturing crews must have both male and female leadership.								
Lead Contact (onsite during event):								
Phone: Email:								
Address:	City/State/Zip:							
Alternate Contact Name:								
Phone: Email:								
FACILITY RENTAL INFORMATION: This is a D First-time Event D Recurring Event								
Requested Date:	Start Time (on the hour or ½): End Time:							
Group Type:	Estimated Attendance: Rental Rate (from below): \$							
Base Camp Hourly TeamBuilding Center Rental Rates*								
Day of the Week	Scout Group	Communit	•		Non-Profit	Other Adult		
-	-	Youth Grou			Adult Group			
Monday-Thursday	\$100	\$160	\$220		\$250	\$410		
Friday-Saturday	\$150	\$220	\$285		\$325	\$575		
Sunday	\$130	\$200	\$260		\$300	\$500		
*Minimum reservation of 3 hours. Additional fees and discounts may apply based on reservation times and added amenities. Fees may include, but are not limited to accessing the building between 10PM and 7AM, storing items onsite, particular setup/cleanup.								
PROGRAM INFORMATION: The program fee is based on the number of staffing hours, which is determined by a Base Camp staff member given the chosen activities, length of the event, and number of participants. One hour is added to this for program setup and cleanup. For descriptions of activities, please see our <u>Program Catalogs</u> .								
# Participants: Participant Ages: Program Start/End Time:								
Choose Activities: □ Archery □ Climbing □ High Ropes (7 th Grade and up) □ Other:								
Hourly Program Staff Rates								
0 1 0	Communi		rivate Event		on-Profit	Other Adult		
Scout Group	Youth Gro		outh Group		lult Group	Group		
\$20	\$20		\$25		\$25	\$35		

HOW TO COMPLETE YOUR RESERVATION:

- 1. Get two signatures on the back side of this form to confirm you acknowledge Base Camp's Deposit, Payment & Cancellation Policies.
- 2. Send this form and a deposit of 50% of the total reservation cost either by mail to Attn: Base Camp Reservations, Northern Star Scouting, 6202 Bloomington Road, Fort Snelling, MN 55111, by fax to 612-261-2499 or by email to basecamp@northernstar.org with "Base Camp Full Facility Request" in the subject line. Deposits can also be paid over the phone by credit card.
- 3. Your reservation will not be confirmed until you receive an email confirmation, which includes a Base Camp Waiver (needed for each participant), a roster, and a deposit invoice (if applicable). We will contact you if we can't accommodate your group's dates or programs. If you do not receive a confirmation email within one week, please contact us.

_____ Date(s): ___

Deposit, Payment & Cancellation Policy

RESERVATIONS:

Reservations for youth programs may be made up to 6 months in advance of the requested program date. Reservations must also be made at least 14 days prior to a requested program date.

REQUIRED INSURANCE:

Events that bring outside equipment into our facility or do not feature any of our staffed activities from our program catalogs which are covered under our participant waiver form must obtain liability insurance naming Northern Star Scouting as an additionally insured party. Proof of coverage must be provided to Base Camp prior to the date of your reservation.

DEPOSITS:

A deposit of 50% per person is required upon making reservation, based on the estimated number of participants. Checks (made payable to Northern Star Council) or credit card payments made over the phone (VISA, MasterCard, Discover) are accepted. This deposit is forfeited if a lesser number of participants attend the program. It is transferrable to another date if rescheduled at least three weeks in advance. If the estimated number of participants changes at any time, please let Base Camp know by calling 612-261-2301. If the estimated number of participants is lowered at least one week ahead of the scheduled program, the deposit will be adjusted. Adults not participating in the activities are not charged the program fee.

REMAINING PAYMENTS:

The remaining balance is due upon arrival at Base Camp by credit card, cash or check.

CANCELLATIONS:

Scheduled programs cancelled at least 3 weeks in advance can transfer their deposit to a new date within 1 calendar year. Scheduled programs cancelled less than 3 weeks in in advance will forfeit any deposits paid.

BASE CAMP SEVERE WEATHER POLICY:

Decisions for official Base Camp closing will be made by the Base Camp Director or Program Director. When Base Camp is <u>officially closed</u>, fees will either be transferred to another date within the calendar year or refunded. **Information regarding current weather conditions and closure status for Base Camp programs is available by calling our weather hotline**, **612-261-2448 (Updated December-March)**.

If Base Camp does not officially close, the Director or Program Director may approve transferring fees paid by a group to another date <u>if the group leader determines conditions to be unsafe</u> for their activity <u>AND</u> if they notify Base Camp (before the start of the event) that they will not be able to attend Base Camp. This can be accomplished by calling the Base Camp onsite phone 612-261-2301 (leave a message if no answer) or emailing <u>basecamp@northernstar.org</u>. Unsafe conditions may include heavy snowfall, slippery road conditions and extremely cold weather. Requests for fee transfers must be submitted in writing.

LEADER AUTHORIZATION: By signing below, you confirm that **the Camp Leader will <u>pay all remaining fees</u> (per-person fees, additional charges, and any damages) at check-out by unit check, personal check, or credit card.**

Signed:	Print Nam	1e:	Date:			
Signed:	Print Nam	1e:	Date:			
online at <u>www.mysco</u>		couting groups will follow gu	g " for all scouting activities. Available iidelines from The Guide to Safe			
□ Name of Adult:		Expiration Date:				
FEES:	For Office Use Only					
Date of Onsite Meeting:	Total Estimated Fee: \$	\$ by:	🗆 On-Site 🗆 Phone 🗆 Email			
Date Received:	by:		, NSC Camping Service			
Fees Paid (Pre): \$	Date:	Invoice #:	Balance:			
CONFIRMATION:						
🗆 Email 🗆 Phone 🗆 Meeting	Date: by:	Notes:				
🗆 Email 🗆 Phone 🗆 Meeting	Date: by:	Notes:				
Updated 2019-Nov-18		BC Full	Facility Rental Request & Policies			