



# Adult Program Request

**GROUP/EVENT NAME:** \_\_\_\_\_

**CONTACT INFORMATION:** *One listed contact must attend the event.*

Lead Contact (attending with group): \_\_\_\_\_  Age 21+

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_  Age 21+

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My group is tax-exempt and submitting an [ST3 form](#) with this request  My group is not tax-exempt

**PROGRAM INFORMATION:** *Activity rates and IDs are found in the [Adult Program Catalog](#).*

Requested Date: \_\_\_\_\_ 2nd Choice Date: \_\_\_\_\_ Program ID (see catalog): \_\_\_\_\_

Start Time (on the hour or 1/2): \_\_\_\_\_ End Time: \_\_\_\_\_ # Non-Participants (no charge): \_\_\_\_\_

Total # Participants: \_\_\_\_\_ x Program Rate: \$ \_\_\_\_\_ = **Program Cost: \$** \_\_\_\_\_

**ROOM RENTAL (OPTIONAL):** Start Time (on the hour or 1/2): \_\_\_\_\_ End Time: \_\_\_\_\_

**Please Select (Rates listed are hourly):**

Type of Group	Classroom	Leadership Center Meeting Rooms
<b>Non-Profit</b>	<input type="checkbox"/> +\$30/hr	See <a href="#">Meeting &amp; Facility Offerings</a> for Leadership Center rates
<b>Other, Corporate</b>	<input type="checkbox"/> +\$50/hr	

*For more information on the amenities and layout of each room, please visit the [Facility Rental page](#) of our website.*

**RESERVATION SUMMARY:** Program \$ \_\_\_\_\_ + Room Rental \$ \_\_\_\_\_ = **Total Cost: \$** \_\_\_\_\_

**ADDITIONAL COMMENTS:** (A/V needs, room setup, itinerary, notes, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

- HOW TO COMPLETE YOUR RESERVATION:**
- Get two signatures on the back side** of this form to confirm you acknowledge Base Camp’s Deposit, Payment & Cancellation Policies.
  - 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](mailto:basecamp@northernstar.org) with “Base Camp Adult Program Request” in the subject line. Deposits can also be paid over the phone by credit card.
  - 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.

## Deposit, Payment & Cancellation Policy

**RESERVATIONS:**

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

**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 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 officially closed, 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 if the group leader determines conditions to be unsafe for their activity AND 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 [basecamp@northernstar.org](mailto:basecamp@northernstar.org). 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 Group Leader will pay all remaining fees (per-person fees, additional charges, and any damages) at check-out by unit check, personal check, or credit card.**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES:**

*For Office Use Only*

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: \_\_\_\_\_