

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 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. 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 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: _____

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SCOUT REQUIREMENTS

- At least one accompanying adult must be certified in “**Youth Protection Training**” for all scouting activities. Available online at www.myscouting.org (takes 20 minutes). Scouting groups will follow guidelines from The Guide to Safe Scouting (No. 34416D) including transportation guidelines.

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: _____

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