



Room Rental Request

GROUP/EVENT NAME: _____

CONTACT INFORMATION:
Contact Name (attending with group): _____ Age 21+
Phone: _____ Email: _____
Address: _____ City/State/Zip: _____
Alternate Contact Name: _____ Age 21+
Phone: _____ Email: _____

SCOUT GROUPS: Council Base Camp District Pack Troop Crew Post Girl Scout
Unit # (4-digit code): _____ District: _____ Council (if not NSC): _____
Community Groups: Youth/school Non-profit (must provide ST-3) Adult Group (taxes extra)

ROOM RENTAL: Requested Date: _____ Start Time: _____ End Time: _____
Room Choice: _____ **Base Rental Cost: \$** _____
Additional room (If applicable) _____ **Base Rental Cost \$** _____
Additional room (If applicable) _____ **Base Rental Cost \$** _____
For more information on the room names, Pricing, amenities and layout of each room, please visit the [Facility Rental page](#) of our website.

Additional Amenities (OPTIONAL):
Please check if you need the following (final fee will be calculated by reservations staff):
 Base Camp Programs (climbing, archery, ropes course, etc) *Activity rates and IDs are found in the [Youth](#) and [Adult Program](#)*
 Event support staff (\$25/staff/hour)
 Extended hrs outside 7AM-9PM (\$50/hour)
 Catering (groups may order their own catering, we will order it for your group for a 10% charge over total cost of food)

RESERVATION SUMMARY: Room Rental Base Fee \$ _____ Deposit Due (50% of base fee): \$ _____
****If you have chosen any extra fees, a reservations staff member will calculate those and include in your reservation confirmation email. Those fees will be due at time of event.**

- HOW TO COMPLETE YOUR RESERVATION:**
1. **Sign the back side** to confirm you acknowledge Base Camp's Deposit, Payment & Cancellation Policies.
 2. **Send this form and a deposit of 50% of the total reservation fee** either by [mail](#) to Attn: Base Camp Reservations, Northern Star Scouting, 6202 Bloomington Road, Fort Snelling, MN 55111 or by [fax](#) to 612-261-2499 or by [email](#) to basecamp@northernstar.org with "Leadership Center Room Request" in the subject line. Deposits can also be paid over the phone by credit card (612-261-2301).
 3. **Your reservation will not be confirmed until you receive an email confirmation**, which includes a Base Camp Waiver (needed for each participant if adding a program), 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:

Room rental reservations can be made 11 months in advance. Reservations must also be made at least 14 days prior to a requested event date.

Prohibited Items:

The following items are not allowed as part of any event or program on Base Camp Property:

- Alcohol
- Tobacco Products
- Balloons (latex and Mylar balloons are not allowed on Base Camp Property inside or outside buildings)

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: _____

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 Received: _____ by: _____, NSC Camping Service

Fees Paid (Pre): \$ _____ Date: _____ Invoice #: _____ Balance: _____

CONFIRMATION:

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____