



Reservation Agreement

Please send completed and signed form to:
Audubon Center of the North Woods
PO Box 530, Sandstone, MN 55072
Phone: 320-245-2648; Fax: 320-245-5272
Email: schools@audubon-center.org

Complete in full, sign and return **as soon as possible**—
Your reservation is not confirmed until we receive this form; many schools book a year in advance.

School/Group Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Lead Contact: _____ Email: _____

School Phone: _____ School Fax: _____

Dates of ACNW Visit: _____ Cell: _____

of Students: M _____ F _____ **# of Adults:** M _____ F _____

(Your best estimate of numbers is required; actual numbers will be finalized on the Scheduling Form)

Grade(s) of Students: _____ Will your students be allowed to bring phones? Yes No

Which would best describe your expected arrival time? 10-10:30 a.m. or 10:30-11 a.m.

To the best of my knowledge, the above information is correct. By signing this document, I acknowledge that this agreement confirms our school's reservation and in order to cancel our reservation with no cost to our school, I must do so at least four months before the reserved date; thereafter, our school will be required to pay a percentage of the fee based on the cancellation policy outlined below.

Your Name: _____ Title: _____

Signature: _____ Date: _____

If your group size changes or you must cancel, please contact us immediately.

Reservation Numbers: Updated student and adult numbers must be confirmed at least two months before your visit. If you discover that your group's final attendance could vary more than 10% from numbers you've stated above, please contact the Audubon Center as soon as possible. PLEASE NOTE: We will bill small groups for a minimum of 12 students.

Cancellation Policy: If you must cancel your reservation, please contact the Audubon Center immediately. More than 120 days (4 months) in advance = no charge; 91-120 days = 30% of estimated total; 61-90 days = 40% of estimated total; 60 days or less = 50% of estimated total.

Thank you for giving us ample time to prepare for your visit. Providing us with the most accurate estimate of your numbers possible will help to ensure that appropriate lodging, classroom space and staffing is scheduled for your school.

OFFICE USE ONLY

Visit #: _____ Adjustments: _____ Billed _____ Quoted price per person _____