



## AGREEMENT

**To:** Schools visiting the Ganaraska Forest Centre  
**From:** Ganaraska Region Conservation Authority (GRCA)  
**Re:** Deposit and Invoice System – **TO BE SIGNED AND RETURNED WITH PERMIT & PAYMENT**

---

To ensure that all potential Ganaraska Forest Centre permit holders understand the booking process, the Ganaraska Region Conservation Authority requests that you sign and return this agreement, along with the signed permit and non-refundable deposit, before the date is secured.

### Day Visits to the Ganaraska Forest Centre

- Upon booking a day visit, a permit will be issued with an invoice for 50% of the booking fee as a non-refundable deposit. The booking will not be confirmed until the deposit and a signed permit have been received. Your deposit must be received within 10 days of receiving this package or your visit is not confirmed.
- If program choices have not been identified upon booking, they must be provided to the Ganaraska Forest Centre within two weeks prior to your visit.
- The Outdoor Education Instructors will contact your school two weeks prior to your trip to confirm the total number of students coming on the trip. This number will be used to calculate the final balance owing and an invoice will be sent for the balance, which is due on the day of your trip in the form of a cheque. The invoiced amount will be the minimum charge for your visit. If additional students attend, a supplementary invoice will be generated. The instructor(s) teaching your group will provide you with an official receipt that day.
- In order to provide adequate supervision and quality instruction, the GFC uses a 1:30, teacher-to-student ratio. If your group exceeds that ratio by up to 3 students, an additional \$20/student/day (2 programs) charge will apply.

### Residential Visits to the Ganaraska Forest Centre

#### ***3-Day Residential Stay***

- Upon booking a 3-day residential stay, a permit will be issued with an invoice for 50% of the booking fee (\$2,525.55) as a non-refundable deposit. The permit is to be signed and mailed to the GRCA with the non-refundable deposit within 10 days. A \$500.00 cleaning/damage deposit post-dated cheque is also required upon booking – this will be returned upon satisfactory facility inspection after your stay. The booking will not be confirmed until the deposit(s) and a signed permit have been received.
- If program and meal choices have not been identified within 30 days prior to your trip, the Outdoor Education Instructors will contact your school to confirm them.
- The Outdoor Education Instructors will contact your school 30 days prior to your trip to confirm the total number of students coming on the trip. This number will be used to calculate the final balance owing and an invoice will be sent for the balance, which is due two weeks prior to your visit. The invoiced amount will be the minimum charge for your visit. If additional students attend, a supplementary invoice will be generated.
- \$ 4,470.00 minimum charge up to 30 Students + HST = \$5,051.10
- \$149.00 per additional student to a maximum of 80 students+ HST = \$168.37/student
  - 1 adult per 10 students included free of charge in minimum charge (additional supervisors, teachers and adult chaperones will be charged \$168.37 and will sleep in one of the dorm rooms)

- Payment Terms:
  - 1) \$2,525.55 non-refundable deposit paid with returned signed permit and cleaning/damage deposit **within 10 days of receiving your booking package**
  - 2) The remainder of your payment (\$2,525.55 + additional student rate + HST) is **due two weeks prior to your visit.**

**2-Day Residential Stay**

- Upon booking a 2-day residential stay, a permit will be issued with an invoice for 50% of the booking fee (\$1,584.82) as non-refundable deposit. The permit is to be signed and mailed to the GRCA with the non-refundable deposit within 10 days. A \$500.00 cleaning/damage deposit post-dated cheque is also required upon booking – this will be returned upon satisfactory facility inspection after your stay. The booking will not be confirmed until the deposit and a signed permit have been received.
- If program and meal choices have not been identified within 30 days prior to your trip, the Outdoor Education Instructors will contact your school to confirm them.
- The Outdoor Education Instructors will contact your school 30 days prior to your trip to confirm the total number of students coming on the trip. This number will be used to calculate the final balance owing and an invoice will be sent for the balance which is due two weeks prior to your visit. The invoiced amount will be the minimum charge for your visit. If additional students attend, a supplementary invoice will be generated.
- \$2,805.00 + HST minimum charge for up to 30 students = \$3,169.65
- \$93.50 + HST per additional student up to maximum of 80 students = \$105.66/student
  - 1 adult per 10 students included free of charge in minimum charge (additional supervisors, teachers and adult chaperones will be charged \$105.66 and will sleep in one of the dorm rooms)
- Payment Terms:
  - 1) \$1,584.82 non-refundable paid with signed permit and cleaning/damage deposit **within 10 days of receiving your booking package**
  - 2) The remainder of your payment (\$1,584.82 + additional student rate + HST) is **due two weeks prior to your visit.**

**Rescheduling Fee:**

If a school group has to reschedule a secured trip date, a \$25.00 admin fee will be added to the final invoice. Some exceptions may be considered – i.e. weather/bus cancellations.  
Thank you and we hope you enjoy your visit to the Ganaraska Forest Centre.

*Please sign and return a copy of this document, indicating that you understand and agree to the terms of the booking and invoice system.*

\_\_\_\_\_

Name

\_\_\_\_\_

Date