



RESERVATIONS FOR FACILITY USE 2020-2021

Day Group

Driftwood Education Center

Po Box 20712 St. Simons Island, GA 31522

912-638-3849(tel)

www.driftwooddee.org

driftwooddee@hotmail.com / driftwooddee@gmail.com

Name of School _____

Address _____

County _____

School Phone _____ Grade _____

Lead Teacher _____

Lead Teacher's Email Address _____

Lead Teacher's Cell Phone _____

Arrival Date _____ Arrival Time: _____ Departure Time: _____

Estimated Number of Students: Male _____ Female _____ Total _____

Estimated Number of Teachers: Male _____ Female _____ Total _____

Estimated Number of Chaperones: Male _____ Female _____ Total _____

Estimated Grand Total: People _____ Number of Bus Drivers _____

Call Driftwood for 1-, 2-, 3-, 4-, or 5-Day rates:

Costs: ___ \$18 per student for Day Use

___ \$10 per adult for Day Use

___ \$10 per person for a Single On-Site Class

___ \$5 per person per Offsite Class

___ \$10/person extra for Jekyll Island day trip

___ \$17/person extra for Jekyll Island with Georgia Sea Turtle Center

___ \$22/person extra for Jekyll Island with Transit Trawl

___ \$21/person extra for Okefenokee Boat field trip

___ \$30/person extra for Okefenokee Canoe field trip

___ \$32/person extra for Cumberland Island field trip *See Below + Guide Price (\$165/instructor) (min 8 people)

___ \$10/extra adult Cumberland Island National Park Service Fee (Cumberland Island fee waiver covers a ratio of 1 adult to 10 students, with tax exemption)

___ \$15/person extra for Transit Trawl on-site class (minimum charge 30 people)

___ \$3/student for Comparative Dissection

___ \$50/participant for High Ropes Course (must be 12 years of age or older and greater than 65 lbs)

___ \$10/person for Group T-shirts

___ \$1050 plus tip (\$2/person tip) for Lady Jane Trawl Boat in Brunswick, GA

___ \$14/person for on-site, buffet-style lunch

___ \$165/instructor for Cumberland Island Guide without group tickets purchase through Driftwood (min 8 people)

We agree to pay \$_____ per person, which is an estimated total of \$_____ for our trip. This price includes our meals, instruction, field trips or additional cost activities, if we chose those. We will send in this form immediately to confirm our trip. *We agree to pay a \$250 non-refundable, non-transferable Reservation Fee for groups not going to Cumberland (see below for Cumberland deposit) within 2 months of receiving the Reservation Use Form. We know we may lose our reservation by not paying this Reservation Fee.* The Reservation Fee goes towards the total cost of our trip, but we understand we will not be refunded the Reservation Fee and must pay a new Reservation Fee if we decide to reschedule our trip less than 3 months before the original trip's start date. We agree to pay an additional 20% non-refundable deposit to continue to hold our dates two months prior to our trip. We understand that once off-property field trips are booked, we will be responsible for all field trip charges in the event that we cancel. We acknowledge that field trip and additional cost items are subject to change without warning. We understand that we must report final participant numbers 3 weeks prior to our trip. After this point, **the invoice is finalized and there will be a 25% per person fee for no-shows on the day of arrival. All extra cost items will also be charged, in the full amount, for the absent participants.**

We also agree to:

- Arrive at the scheduled time. We understand that there will be a charge of \$100 for a late lunch fee if we arrive after 1:00pm and that Driftwood Education Center reserves the right to cancel the first class period if we arrive after 12:30pm.
- Pay a 10-participant minimum cost if our participant numbers have dropped below 10 participants.
- Bring a recommended 2 adults per 12 students (required minimum of 1 adult per 12 students) plus one required extra teacher/chaperone for our trip.
- Comply with the alcohol policy, which prohibits the use of alcohol while on site.

* If we choose the Cumberland Island day trip, we agree to pay an additional \$250 deposit at least 7 months prior to our trip date, combined with our Reservation Fee for a total deposit of \$500. We agree to give our best estimate on numbers at least 7 months prior to our trip for accurate ferry reservations. We understand that there is a Cumberland fee waiver that waives one adult entrance fee for every ten students with tax exemption, and any additional adults must pay a \$10 Park Service Fee (subject to change). We agree to fill out a Cumberland Island Fee Waiver form to return to Driftwood Education Center at least 7 months prior to our trip. Due to ferry company price changes, the ticket price for Cumberland Island is subject to change without warning. Driftwood cannot guarantee Cumberland Island field trip and tickets as this is subject to Cumberland Island ferry availability.

We agree to follow the basic timeline for deposits and general communication of our trip details to the Program Director:

1. **Immediately** after reserving our trip:

Send in: _____ Reservation for Facility Use form immediately after booking

Send in: _____ Reservation Fee of \$250 within 2 months of booking

Send in: _____ Curriculum request form within 2 months of booking (*let us know as early as possible for field trip reservations)

_____ Inform us if you would like a day trip to Cumberland Island, Okefenokee Swamp, or Jekyll Island (and which option) with approximate student and adult numbers (no assurance is given)

Send in: _____ \$250 non-refundable Cumberland Island Deposit within 2 months of booking if this is your trip of choice

2. **Seven Months** prior to trip:

Send in: _____ Most accurate student / adult numbers for booking Field Trips (Cumberland Island, Sea Turtle, etc.)

3. **Two months** prior to trip:

Send in: _____ Additional 20% non-refundable deposit (separate from Reservation Fee and Cumberland Island Deposit, if applicable)

4. **Three weeks** in advance:

_____ Call in or email final participant numbers (***After this point, the invoice is finalized, and a 25% per person fee will be kept for every person that does not show. All extra cost items will also be charged, in the full amount, for the absent participants.***)

****We must know as soon as possible of any changes in group size for Cumberland Island field trip reservations. We will do our best to accommodate changes, but we cannot make guarantees. ****

_____ Upload all student and adult Health and Liability Forms to the Google Drive Link provided to you via e-mail from the Program Director

_____ Add any participant food allergies/dietary restrictions to the Google Document located in the Google Drive Link provided to you via e-mail from the Program Director

5. **Upon Arrival** at Driftwood:

_____ Bring final payment

Signed _____ Date _____