



# RESERVATIONS FOR FACILITY USE 2020-2021

## Driftwood Education Center

Po Box 20712 St. Simons Island, GA 31522

912-638-3849(tel)

www.driftwoodee.org

driftwoodee@hotmail.com / driftwoodee@gmail.com

Name of School \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

School Phone \_\_\_\_\_ Grade \_\_\_\_\_

Lead Teacher \_\_\_\_\_

Lead Teacher's Email Address \_\_\_\_\_

Lead Teacher's Cell Phone \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time: 11:00 AM Arrival (unless otherwise discussed with the Prog. Director)

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ (12:15 pm suggested)

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 \_\_\_\_\_ Drivers staying on-site? Yes / No / n/a

**Call Driftwood for 1-, 2-, 4-, or 5-Day rates, pricing on early arrival teaching/late departure teaching or weekend and additional/upgraded hotel rooms rates.**

- Costs: \_\_\_ \$154 per person from Sept 1-Nov 30; weekdays only; with proof of Georgia tax exemption
- \_\_\_ \$144 per person from Dec 1-Jan 31; weekdays only; with proof of Georgia tax exemption
- \_\_\_ \$149 per person for February; weekdays only; with proof of Georgia tax exemption
- \_\_\_ \$154 per person from March 1-May 31; weekdays only; with proof of Georgia tax exemption
- \_\_\_ \$6 per person additional cost for non-Georgia schools or Georgia schools/organizations with no proof of tax exemption
- \_\_\_ \$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
- \_\_\_ \$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
- \_\_\_ \$78 per bus driver (if staying in campus housing and eating meals)
- \_\_\_ Two hotel rooms are provided for bus drivers and/or teachers if you pay \$5 per night per room (a nonexempt Georgia Hotel Fee). Mark 0, 1, or 2 for how many of these rooms you need.
- \_\_\_ New cabins can be requested with a check mark and will be given on a first come/first serve basis

We agree to pay \$\_\_\_\_\_ per person, which is an estimated total of \$\_\_\_\_\_ for our trip. This price includes our housing, 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.** Cabins are provided at 16 total people per cabin. Upon arrival, if your numbers have decreased from your 3 week reported final numbers, then you will be placed in less cabins than previously communicated using the 16 people per cabin ratio and your group will incur the additional cost of an extra cabin or be placed in less cabins.

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.
- Always have at least one school-sanctioned employee of the school on site and staying in each cabin supervising.
- 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 \_\_\_\_\_