

# CONFIRMATION CONTRACT UPHAM WOODS OUTDOOR LEARNING CENTER

Today's Date: 02/19/2024

Please read, sign and return this contract by: 03/20/2024

## GROUP INFORMATION:

Group Name: Sauk County Youth Conservation Day - River Valley Contact Person: Justine Bula, justine.bula@saukcountywi.gov, 608-963-5984

## APPROVED DATES:

Approved Dates: 10/08/2024

Arrival Time\*: 9:30 AM

Departure Time\*: 1:45 PM

\* Note to overnight programs: Departure time must mirror the arrival time -3 hours.

## DEPOSIT:

Your deposit of \$ 184.00 is due to reserve your dates. The deposit is non-refundable and will be credited to your bill, except in case of cancellation. 10/22/2024 currently held as rain date, use of conference room for adult space added.

**ESTIMATED PARTICIPATION NUMBER:** 100

**Revised:** \_\_\_\_\_

This is the number of participants that is listed on your application. You may change this number anytime until 10 calendar days before your camp. Please write or fax updated numbers to change numbers within this period. Upham Woods has prepared for this number and other groups may be turned away based upon it so please let camp know your updated numbers as soon as possible. If your actual number of participants falls below the Guaranteed Number by more than 5%, then your group will be billed the difference based on a charge of \$3.00 per person per night. The maximum facility capacity is 202.

**FOOD SERVICE NUMBER:** 100

**Revised:** \_\_\_\_\_

This is the number of participants that is listed on your application. Food Service billing will be based on your Food Service Agreement form that is due a minimum of 30 days prior to your group's arrival. It lists the number of individuals for each meal. Food service will use this number to schedule kitchen staff and plan food supply purchases for each of your meals. You may change this number until 10 calendar days prior to your arrival at camp. At this time, this number becomes your Guaranteed Food Service Count. You will be charged for the number of meals served or 95% of this Guaranteed Food Service Count, whichever is greater. An increase of greater than 5% above the guaranteed number is only permitted if the change is made at least 10 days prior to arrival. Your "Food Service Agreement" form is considered part of this contract. Food service is provided for groups of 20-150. Groups under 20 will be charged for 20 if their group is the only group in camp using food service.

First Meal:

Last Meal:

Date / Meal

Date / Meal

**RATES:** All rates are subject to change. Note for Overnight Fees: Adults with youth groups are charged at the youth rate per person, per night. Additional hours on arrival and departure days are subject to day use rates.

Meals	Fee per person:	Accommodations	Youth Ages 18 and Under	
BREAKFAST	\$7.50	Day User Fee (1-4 hours)	\$ 9.00	Conservation day special rate
LUNCH	\$8.50	Day User Fee (5-10 hours)	\$ 21.50	
DINNER	\$10.50	Cabin	\$ 25.50	
SNACKS	\$1.5/2.00/4.00	Dorm (w/o Linens)-Quad Occupancy	\$ 102.00	
		Outpost (Tent)	\$ 28.00	

**Estimated charges based on lodging and food service numbers provided:**

Fees: Lodging, User, Program or Outreach								
# of guests/rooms		# of Days/Nights		<u>Fee</u>	=	<u>Total:</u>	<u>25% of Total:</u>	<u>90% of total:</u>
80		1		\$ 9.00	=	\$ 720.00	Charge for youth participants only	
1		1		\$ 200.00	=	\$ 200.00	Use of conference space for volunteer refreshments/breaks	
					=	\$ 0.00		
LODGING TOTAL:					=	\$ 920.00	\$ 230.00	\$ 828.00

Food Service Fees								
Guaranteed #		# of Meals		Fee	=	Total:	25% of Total:	90% of total:
				\$ 7.50	=	\$ 0.00		
				\$ 8.50	=	\$ 0.00		
				\$ 10.50	=	\$ 0.00		
FOOD SERVICE TOTAL:					=	\$ 0.00		\$ 0.00
ESTIMATED TOTAL CHARGES:						\$ 920.00		

### CANCELLATION

Deposit may be refunded if cancellation request is received within 30 days of reservation request.

Cancellation 60 calendar days prior to your camp date will result in the loss of the entire deposit and may result in a fee equaling 25% of the estimated lodging charge which equals \$ 230.00.

Cancellation 10 calendar days prior to your camp date will result in the loss of the entire deposit and may result in a fee equaling 90% of the lodging fees plus 90% of the estimated meal charges which equals \$ 828.00.

### DECLARED HEALTH EMERGENCY

If a state, local or national health emergency is declared by an official agency or health department, Upham Woods reserves the right to implement and enforce certain policies to mitigate the health risk to participants, including but not limited to facility capacity restrictions, requiring additional group-provided health staff and post-visit sanitization. Due to increased costs of operation under health emergency restrictions, organized user groups may see a change to the per person user rate, as necessary. If cancellation is required due to the declared health emergency, deposit refunds or rollover options will be made available.

### HEALTH AND ACCIDENT INSURANCE

It is understood that Upham Woods offers no health or accident insurance for any participant. It is the responsibility of the camping group and/or participants to have their own coverage.

### POLICIES AND PROCEDURES

By signing this contract, the camping group attests that it has read Upham Woods Outdoor Learning Center's Regulations Governing Upham Woods and agrees to abide by these stated policies and procedures. Programming led and designed by the camping group is subject to approval by the Program Director and must be led in a way that abides by all Regulations governing Upham Woods. The camping group is responsible for the safety of all group member participating in group-led and designed activities.

### CHILD ABUSE NOTIFICATION

Client, per University policy is required to make a report of child abuse or neglect immediately if, in the course of service, the Client observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the Client has reasonable cause to believe that child abuse or neglect has occurred or will occur. A report must be made personally or by telephone to local law enforcement, or the local child protection agency. Reports are to be made to 911 (Emergency Phone Number), Local Police Department (608-253-1611), Juneau County Child Protective Services (608-847-2400). If the incident or threat of child abuse or neglect involves an allegation against an employee or agent, or the incident or threat of child abuse or neglect occurred on a UW location during a UW Sponsored activity, the reporter must also notify one of these entities: UW Police Department (608-264-COPS); the Office for Equity and Diversity (608-263-2378).

### CRIMINAL BACKGROUND CHECK

Employees, affiliates, and volunteers of the Organized User Group have satisfied a criminal background check conducted by a criminal background check vendor; this will include a check of the individual's proprietary national criminal background check database.

### WAIVER OF LIABILITY

The Camping Group does hereby agree to hold harmless and indemnify Board of Regents of the University of Wisconsin system, its officers, agents, and employees, from any and all liability, loss damage, costs, or expenses which are sustained, incurred or required arising out of actions of the undersigned in the course of staying at or visiting Upham Woods.

Upham Woods Outdoor Learning Center shall not be liable for any delay, failure in performance, loss or damage due to: fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of terrorism, or bonafide threat thereof, National or Inter-national Health Risks, acts of God, acts of omissions of carriers or suppliers, acts of regulatory or governmental agencies, or other cause beyond such party's reasonable control, whether or not similar to the foregoing, except that Upham Wood's obligation to pay for charges incurred for Services received by Upham Wood's shall not be excused.

Organized User Group Leader:

(signature)

Date:

Please return signed contract (fax, email, or standard mail) and deposit (mail) to:

Upham Woods Outdoor Learning Center  
N194 County Road N, Wisconsin Dells WI, 53965  
Ph: 608-254-6461; Fax: 608-253-7140  
uphamwoods@extension.wisc.edu



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