

**APPLICATION TO RESERVE DATES  
UPHAM WOODS OUTDOOR EDUCATION CENTER**

DATE: \_\_\_\_\_ Have you used Upham Woods before? \_\_\_\_\_

GROUP: \_\_\_\_\_ GRADE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ POSITION: \_\_\_\_\_

TELEPHONE: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX NO: \_\_\_\_\_

NOTE: The overnight lodging fee provides for a morning or later arrival and morning departure on your last day. If staying for lunch on day of departure the standard departure time is 1pm. Any variance from standard arrival and departure times may entail an additional fee.

Dates Requested:	Arrive Time	Date/Yr	Depart Time	Date/Yr
1 <sup>st</sup> Choice:	_____	_____	_____	_____
2 <sup>nd</sup> Choice:	_____	_____	_____	_____
3 <sup>rd</sup> Choice:	_____	_____	_____	_____
4 <sup>th</sup> Choice:	_____	_____	_____	_____

**NUMBERS:** Total Youth \_\_\_\_\_ + Total Adults \_\_\_\_\_ = Total Persons \_\_\_\_\_  
(Maximum capacity = 150)

**LODGING: CABINS:** Place a  $\checkmark$  to request specific cabins. The number in parenthesis indicates beds per cabin.

IHLENFELDT (32) _____	BEWICK (28) _____
VARNEY (32) _____	BIBLE (16) _____
CRAIG (28) _____	RANGER MAC (14) _____

**DORM:** Capacity = 52. Please indicate the number staying in the dorm

MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_ (With Linens \_\_\_\_\_ Without Linens \_\_\_\_\_)

**FOOD SERVICE REQUEST** (for your 1<sup>st</sup> choice dates)

	BREAKFAST	LUNCH	DINNER
MONDAY	_____	_____	_____
TUESDAY	_____	_____	_____
WEDNESDAY	_____	_____	_____
THURSDAY	_____	_____	_____
FRIDAY	_____	_____	_____
SATURDAY	_____	_____	_____
SUNDAY	_____	_____	_____

If my group is approved for an Upham Woods visit, I hereby agree to abide by the policies and guidelines of Upham Woods Outdoor Learning Center. I have read and understand the lodging, food service and cancellation policies on the back of this form.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

*Over*

## **APPLICATION PROCESS AND POLICIES**

A non-refundable deposit of **\$100.00 per night per group or \$50 per day per group (if day visit only)** must accompany this application in order to reserve your dates. The deposit is credited to your group's bill except in the case of cancellation. An Upham Woods Confirmation Contract, along with programming and food service request forms will be mailed after the requested dates are approved. The group will be billed approximately one month after the group's visit. No monies are due at the time of your visit.

This application establishes your group's Guaranteed Number which is used to plan for programs, staffing and food service. Upham Woods will prepare for this number and other groups may be turned away based upon it. You may make changes to your Guaranteed Number up to and including 10 calendar days prior to your visit. This number may not be changed after that point.

Upham Woods must receive each group's Program Coordinator Form including a detailed program schedule and the Food Service Agreement Form at least 30 days prior to your visit. If we do not receive your group's paperwork at least 30 calendar days prior to the first day of your visit, your group will be assessed a \$25 late paperwork penalty fee for each five day period your paperwork is late.

### **LODGING BILLING**

If the number of people attending falls below the Guaranteed Number by more than 5%, your group will be charged \$3.00 per person per night (or day if day visit only) for the difference. An increase above the Guaranteed Number is permitted only if space is available. The maximum facility capacity is 150.

### **FOOD SERVICE BILLING**

- A) Your group will be charged for the number of meals served or 95% of the Guaranteed Number, whichever is greater.
- B) Groups under 20 persons will be charged for a minimum of 20 persons per meal if their group is the only group in camp using food service.
- C) To cover the costs of garbage clean up and trash dumping fees, as well as lost food service revenue, Upham Woods will assess a \$1 per meal per person fee for groups that bring their own food to camp. This applies to breakfast, lunch and dinner, not snacks.

### **CANCELLATION**

- A) Any cancellation results in the loss of the deposit.
- B) Cancellation with 60-day or less notice may result in loss of the deposit and a fee equaling 25% of the estimated lodging or day use fee charges for the group.
- C) Cancellation with 10 calendar day or less notice may result in loss of the deposit and a fee equaling 90% of the estimated lodging or day use fee and food service charges for the group.

Return this Application with a deposit of **\$100.00 per night per group or \$50 per day for day use groups**, payable to UW-Extension.

Mail to:           Upham Woods Outdoor Learning Center  
                      N 194 County Road N  
                      Wisconsin Dells, WI 53965

If you have questions about this application or the application process, please give us a call at 608-254-6461. Our fax number is 608-253-7140.