

GROUP SALES
FAX: 604-986-2267
Tel: 604-986-2261

Ski / Snowboard Group
Reservation Form



Welcome to Mount Seymour! In order to reserve your group booking, please complete this form and return it to the attention of the Group Sales department. Once your group booking is confirmed you will be contacted via email or phone to confirm your booking. Please use your invoice number in all correspondence!

GROUP INFORMATION :

Name of Group/Organization: _____

Contact Person: _____

Street Address: _____

City: _____

Postal Code: _____

Phone: _____

Cell: _____

Fax: _____

E-mail: _____

Group Leader on The Day: _____

Date of Outing

Arrival Time

Lesson Time

PARTICIPANT NUMBERS:

Approximate # of Skiers: _____

Approximate # of Snowboarders: _____

Do you require lessons: **YES** **NO** If Yes.....

Do you require rentals: **YES** **NO**

 How many Snowboards: _____

 How many Skis: _____

Participants Taking Lessons		
Skiers	Beginner (1)	_____
	Intermed (2)	_____
	Advanced (3)	_____
Snowboarders	Beginner (1)	_____
	Intermed (2)	_____
	Advanced (3)	_____

COMMENTS / QUESTIONS:

Yurt: _____ EP Meeting Room _____

Are you interested in learning about our catering services? _____

How will you be arriving to Mount Seymour? Bus Car Other: _____

CC # _____

Expiry _____ Name on Card: _____

A \$200 deposit will be charged to your credit card the day of confirmation, or pre-arrange to pay by cheque.

Today's Date: _____

WAM Use Only

Conf#: _____

Code: _____

Office Use Only

Invoice #:	_____
Staff Init:	_____
Group Type	_____
Less Booked	_____
Rentals:	_____
Confirm sent:	_____
Complete:	_____
Paid Date:	_____



Booking Instructions for Groups

Reservation Form

- Send Reservation Form as soon as you know the date(s) you want.
- Complete all shaded areas on Reservation Form.
- Give estimated number of Skiers and Snowboarders and estimated lessons participants.
- Complete lesson time. ****Note lessons are subject to availability****
- It is better to estimate high and reduce later, if you have to add more people we may not be able to provide lessons.
- If you update your information please resend the Reservation Form, with "Changes" written at the top.
- You will be sent a confirmation letter for your booking after we have received your Reservation Form.

Payment - Please make sure you read thoroughly.

- Group rates are only available when **1 payment** is made. All payments must be made by Credit Card or COMPANY Cheque.
- You need a valid credit card to secure your reservation.
- If payment by credit card is selected, we put payment through for your group after your group participants, rentals, lessons, etc has been confirmed. You can also send in a COMPANY Cheque to pay for your activity day. All cheques to be made payable to "Mount Seymour Resorts". Note if payment is not received within 14 days your credit card will be charged. Full payment must be received within 30 days or a 5% surcharge will be applied.
- A non-refundable deposit is required to secure group rates for lessons and rentals. Note that a cancellation fee will be charged if cancelled less than 72 hours in advance of the program date.

Participant List

- Please fill out your form **on a computer**.
- If not possible please print **CLEARLY AND IN CAPITAL LETTERS** with the details in the correct format. If we cannot read your writing or it is not in the correct format, we will send back your forms to be filled out properly.
- There are **TWO** excel forms, **ONE for Ski & ONE for Snowboarding**. Please enumerate participants on the appropriate form.
- Send your Participant List at least **7 Days** before arrival.
- For Ski and Snowboard Rentals we need Height, Weight, Shoe Size, Age and Ability to have equipment ready when your group arrives.
- If booking lessons we need ability level of each person taking lessons to arrange instructors.
- Please note height is measured in centimeters, weight is measured in pounds and shoe size in centimeters. There are conversion forms in booking package.
- Please note in the remark column as to who is the supervisor/organizer of your group.

Lessons

- 7 days notice is required to arrange lessons, if more people are added to your group with less than 7 days notice we cannot guarantee lesson availability.
- Group lessons require a minimum of 6 participants (all must be the same ability and sport).
- If you have less than 6 people, and still require a lesson your options are:
 - Pay for 6 even if you don't have 6 people, pay for a semi-private lesson or join a public drop in lesson

Check In

- When you arrive at Mount Seymour please have your group leader check in to the Ski School Desk during the week and the Lesson Check In Yurt during weekends and holidays, the group should stay on your bus or gather in Grill Works and wait.
- If you are going to arrive early or late please leave a message at 604-986-2261 ext 208.
- Please arrive at least 1 hour prior to lesson time.
- Rental building opens at 8:00am, please do not enter the building before lift passes have been validated.
- For Multi Day Groups, each member of your group must come to the Check-In desk to have their lift pass validated **each day** at specified arrival time.
- No rentals will be available without a validated lift pass.

Check Out

- If your group has rentals you must check in with the rentals building to confirm that your group has returned all their rental equipment.



Group Name:

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Organizer Name:

Program Date(s):

Arrival Time:

Lesson Time:

****PLEASE TYPE OR PRINT NEATLY AND IN BLOCK LETTERS****

**Ability: 1=Beginner, 2=Intermediate, 3=Advanced

	First Name	Last Name	Gender	Age	**Ability (1,2,3)	Services Required			Rental Information					Remarks <small>(Indicate special needs & other activities, etc.)</small>	Present on day
						Area	Rental	Lesson	Foot length (cm)	Height (cm)	Weight (lbs)	Jacket	Pants		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
														Group leader approved (initial)	

This form must be faxed 72 hours before your scheduled date(s).

GROUP SNOWBOARD PARTICIPANTS

GROUP SALES
FAX: 604-986-2267



Group Name: _____

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Organizer Name: _____

Program Date(s): _____

Arrival Time: _____

Lesson Time: _____

****PLEASE TYPE OR PRINT NEATLY AND IN BLOCK LETTERS****

**Ability: 1=Beginner, 2=Intermediate, 3=Advanced

	First Name	Last Name	Gender	Age	**Ability (1,2,3)	Services Required			Rental Information					Remarks <small>(Indicate special needs & other activities, etc.)</small>	Present on day	
						Area	Rental	Lesson	Foot length (cm)	Height (cm)	Weight (lbs)	Jacket	Pants			Size (S-XL)
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
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This form must be faxed 72 hours before your scheduled date(s).