



HELPFUL HINTS FOR LODGING GROUP LEADERS

THE GROUP SALES OFFICE IS LOCATED ON THE SLOPE SIDE OF OUR TICKET OFFICE.

If you are participating in our off-site Youth Lodging Packages you will need to contact the lodging establishment of choice for overnight reservations, deposits and guidelines, prior to making your reservation with Caberfae Peaks. Together we created low cost, value packed overnight group packages. Caberfae Peaks will receive a portion of the package price. Therefore 2 separate reservations are required.

All group ticket, rental, lesson and meal transactions take place at the Group Sales Office. For a speedier check in for you and other group leaders checking in behind you, please have the following ready:

1. The total number of lift tickets needed.
2. Total number of rentals sorted out by ski or snowboard. Tell us any deletions/additions if you are using our Express Rental Reservation Program.
3. Number of lessons needed, ability level and separated by ski or snowboard. Advance notice recommended.
4. Number of meal vouchers needed (must request in advance).
5. Turn in all signed Liability & Release Agreements to your Group Sales Associate.
6. Have payment ready.
7. Register your cell phone number (or a member in your group) in case of an emergency.
8. Present your completed Tax Certificate of Exemption Form to avoid Michigan sales tax on lunches or additional meals at Caberfae. Without this form tax will be charged on the lunch portion of your package.

GENERAL GROUP INFORMATION

- A lodging group is categorized as 20 or more people made up of families, friends, organizations, youth or school groups. Discounted group lift tickets must be purchased on the same day at the same time to receive the discounted rate. Groups that arrive with less than 20 persons will be referred to our retail lift ticket counter. Our Center Lake Bible Camp package requires a minimum of 25 people.
- The group leader (one member) will be responsible for the transaction and the distribution of all lift tickets and additional products. The group leader will provide the Group Sales Office with one form of payment upon arrival. Cash, check or credit card. We do not accept multiple payments for discounted tickets or products.
- Group reservations for lift tickets, rentals, meals or lesson reservations must be made 48 hours in advance. However, the sooner you know your date the sooner we can start planning for your arrival. Our meal vouchers and our Express Rental Reservation Program require at least a one-week notice of participation.
- Only one member of your group should check in at the Group Sales Office. Please have your group wait on the bus, in our day lodge or in a designated area as you check your group in. **Do not send your group to our Rental Building until after you check-in.**
- Any changes to ticket orders must be made by the group leader no later than 1 hour after arrival. No refunds will be given after that time.

RENTAL EQUIPMENT INFORMATION

Our Express Rental Reservation Program will reduce the amount of time your group spends in the rental department and gets you on the slopes faster! Our Express Rental Reservation Forms are created using an Excel document that can be downloaded from any group page on our website, or we can share it as a Google Doc by email request.

When completing the Rental Reservation Form in advance (at least 48 hours prior to arrival) our Rental Department will have your equipment preset and waiting for your arrival.

- We do not require helmets on our slopes but we do encourage them. Group helmet rental is only \$3 per person.
- No minimum is necessary for group discounts on rental equipment packages, helmets or ski/snowboard lessons.
- Caberfae Peaks will need to receive the Express Rental Forms no later than 48 hours before your arrival time in order to process your paperwork. Forms submitted later than this cannot be guaranteed processing.
- If renting be sure to review the Skier Type Chart page to determine which category of skier matches your participants style.
- Given the greatly reduced discount with this package, there are no refunds or discounts for members who bring their own equipment.

GROUP LESSONS

Our ski and snowboard instructors are eager to teach people how to ski or snowboard. Our beginner group lessons are highly recommended for any participant who has not learned the basics of turning or stopping. Encouraging lessons and taking lessons from a trained professional can make all the difference in having a good day or risking injury. We highly recommend advance notice for lessons to guarantee instructor availability.

Lessons are only \$5 for group members with advance reservations through Group Sales!

For members who want a lesson the group leader will need to tell the Group Sales Office the number of lessons needed. Lesson length is one hour. We recommend participants join in the earliest hour possible.

MEAL VOUCHERS

LUNCH IS INCLUDED IN THE LODGING PACKAGE RESERVATION

We offer discounted group meal vouchers at the time of registration. Discounted tickets are only \$7.00 with savings up to 25% off the regular cafeteria price. Purchasing meal vouchers means you will not need to worry about feeding your group or packing lunches for your trip. It is more convenient for groups to handle meal vouchers than it is to purchase their meal with cash. A completed Tax Certificate of Exemption Form is required to avoid Michigan sales tax.

VOUCHERS ARE REDEEMABLE ANYTIME THROUGHOUT THE LUNCH OR DINNER HOURS.

Menu selections consist of:

1. Hot dog of choice with small fries and a large fountain beverage
2. Hamburger or veggie burger with small fries and large fountain beverage
3. Two slices of pizza with a large fountain beverage
4. Special of the day with a large fountain beverage

Remind members of your group that there are no substitutions or refunds given. Any items purchased that are not apart of the menu selection will be charged full retail price. Each voucher has the menu selection printed on it and groups will order their selection of choice and hand their voucher to the cashier. Meal vouchers are not sold individually and are only offered through the group leader upon check in.

HELPFUL PLANNING TIPS

- Remind everyone in your group of your departure time and set meeting times and places for everyone to check in throughout the day. The chairlifts run 9 am until 9 pm on Saturdays, 9 am to 8 pm on Sundays, 10 am until 4:30 pm on Mondays (except for 1/15 & 2/19 when we close at 8:00 pm), 10 am until 8 pm on Tuesdays – Thursdays and 10 am until 10 pm on Fridays.
- Submit all group forms and rental information in a timely manner so that we can be prepared when you arrive.
- Some members of your group may be packing for a winter ski trip for the very first time. Help them be prepared. Dress in layers, bring goggles, sunscreen, lip balm, spare socks and a warm hat are only a few suggestions.
- Plan ahead and stay organized. Most problems arise when groups aren't prepared.

On behalf of the Group Sales Team at Caberfae Peaks we hope we have provided you with some helpful tips to make your group ski trip run smoothly from planning to playing!



**SKI & GOLF RESORT
Groups 2017-2018
Rental and Liability Release Agreement
Parent or Guardian, Please Read Carefully before signing**

I agree upon behalf of the minor user I am representing to accept for use AS IS all equipment to be provided during the group ski trip and agree to accept full responsibility for the care of the equipment while it is in the users possession. I will be responsible for the replacement at full retail value, as listed in the Ski Rental Shop, of any equipment provided under this form, but not returned to the shop, for any reason whatsoever, included but not limited to equipment, which is lost, stolen or misplaced. I agree all rental equipment will be returned by the agreed date.

I agree to reimburse the Caberfae Management Corporation, and its Ski Rental Shop for any loss or damage of any kind to the rental equipment other than reasonable wear and tear from the use of the equipment.

I understand that the binding system cannot guarantee the user's safety. In downhill skiing, the binding system will not release at all times or under all circumstances where release may prevent injury or death, nor is it possible to predict every situation in which it will release. In snowboarding and cross-country skiing, the binding system will not ordinarily release during use: these bindings are not designed to release as a result of forces generated during ordinary operation.

I understand that the sports of skiing, snowboarding, snowblading and recreational activities involve inherent and other risks of **INJURY** and **DEATH**. I voluntarily agree to expressly assume all risks of injury or death that may result from skiing/snowboarding/snowblading/helmet use, participation in any group ski trip, or which relate in any way to the use of the equipment to be issued to the user.

I agree to release the ski/snowboard shop, its owners, affiliates, agents, officers, directors and the manufacturers and distributors of the equipment (collectively "PROVIDERS") from all liability for injury, death, property loss and damage which results from the equipment user's participation in the sport of skiing/snowboarding, participation in this group trip, or is in any way related to the use of the equipment, including all liability that results from the NEGLIGENCE of PROVIDERS, or any other person or cause.

I further agree to defend and indemnify PROVIDERS for any loss of damage, including any that results from claims or lawsuits for personal injury, death, and property loss and damage related in any way to the use of the equipment or participation in the group ski trip.

This agreement is governed by the applicable law of this state. If any provisions of this agreement is determined to be unenforceable, all other provisions shall be given full force and effect.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THIS EQUIPMENT AND LIABILITY RELEASE AGREEMENT. I AFFIRM THAT I HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE MINOR USER I AM REPRESENTING AND AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT.

Participant Name: _____

Group Leader: _____ Ski Date: _____

Parent/Guardian Signature: _____ Date: _____

CLASSIFY YOURSELF

Determining your skier type is your responsibility!

So what type of skier are you? There are three classes of skier types: Type I, Type II and Type III. Consult the descriptions below to select your classification. Your skier type, height, weight, gender, age and boot sole length are used by our ski shop technicians to determine the visual indicator settings of your ski bindings. Be sure to provide accurate and complete information as any error may increase your risk of injury or any uncompleted information will result in your equipment not being set.



SKIER TYPE I

- Ski conservatively
- Prefers slower speeds
- Prefers easy, moderate slopes

- Favors lower than average visual indicator settings. This corresponds to an increased risk of inadvertent binding release in order to increase the likelihood of release in a fall.
- Type I settings apply to entry level skiers uncertain of their classification.



SKIER TYPE II

- Ski moderately
- Prefers a variety of speeds
- Prefers varied terrain

- Type II skiers are skiers who do not meet all the descriptions of Type I or Type III skier types.



SKIER TYPE III

- Ski Aggressively
- Prefers fast speeds
- Prefers steeper & more challenging terrain

- Receive higher than average visual indicator settings. This may reduce the likelihood of release in a fall in order to decrease the risk of inadvertent binding release.

What does it mean, “Green” - “Blue” - “Black”?

Green circles are the color and symbol used for the beginner easiest trails to ski or board on. This is where all beginners ski or ride.

Blue squares are the color and symbol used for more difficult trails, or for intermediate skiers and riders.

Black diamonds and double diamonds are the trail color and symbol used for the most difficult and extremely difficult trails.

For all non-profit groups (churches, boy scouts, educational institutions, etc.) who will be purchasing meals or lodging at Caberfae Peaks please fill this form out in its entirety and present to the sales department upon check in. Incomplete information or lack of form upon check in will result in being charged Michigan sales and/or lodging tax.

Michigan Department of Treasury
Form 3372 (Rev. 7-08)

Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the Seller's Records.

This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

One-time purchase.

Order or Invoice Number: _____

Blanket certificate.

Expiration Date (maximum of four years): _____

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased

2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. For Resale at Retailer. Enter Sales Tax License Number: _____

2. For Lease. Enter Use Tax Registration Number: _____

The following exemptions **DO NOT** require the purchaser to provide a number:

1. For Resale at wholesale

2. Agricultural Production. Enter percentage: _____%

3. Industrial Processing. Enter percentage: _____%

4. Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization)

5. Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form)

6. Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)

7. Rolling Stock purchased by an Interstate Motor Carrier

8. Direct Mail (delivered to multiple taxing jurisdictions - purchases assumes tax payment obligation)

9. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Type of Business (see codes on page 2)	Business Name
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed

Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

The purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a "good faith" standard required by law. "Good faith" means that the seller received a completed and signed Certificate of Exemption from the purchaser. Sellers must retain the exemption certificates for a period of at least four years.

Michigan does not issue "tax exemption numbers". Sellers should not accept a number as evidence of exemption from sales or use tax. A purchaser who claims exemption for "resale at retail" or "for lease" must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

SECTION 1:

Place a check in the box that describes how you will use this certificate.

- a) Choose "One time purchase" and include the invoice number this certificate covers.
- b) Choose "Blanket" and enter the expiration date. The maximum is four years.

Print the vendor's name and address in the area provided.

SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodation	09		Transportation
02	Agricultural	10		Utilities
03	Construction	1	1	Wholesale
04	Manufacturing	12		Advertising, newspaper
05	Government	13		Hospital
06	Rental or leasing	14		Educational
07	Retail	15		501c3 or 501c4
08	Church	16		Other

Print the name of the business, address, city, state and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

*****HAND THIS FORM IN TO YOUR CABERFAE PEAKS SALES REPRESENTATIVE*****