



## **HELPFUL HINTS FOR WEEKLY SCHOOL LEADERS** 2016-2017

**The group sales office is located on the side of our ticket & rental sales building.**

All group ticket, rental, lessons and meal transactions take place at the group sales office. For a speedy 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. Caberfae Peaks will calculate the complimentary tickets.
2. Total number of rentals sorted out by ski and board. Tell us any deletions/additions if you are using our express rental program.
3. Number of lessons needed sorted by ski or snowboard.
4. Have your driver's license available. We will ask to make a copy of the original on your first visit.
5. Have payment ready.
6. Register your cell phone number (or a member in your group) in case of an emergency.
7. Bring a list of all members in your group each time you come in case of an emergency. We will provide our ski patrol team with this list after registration.
8. Please bring with you the signed rental & liability release agreements for each student participating in the night school program whether they are renting or not.

### **GENERAL GROUP & SCHOOL INFORMATION**

- The cost for our Night School Skiing Program is only \$8. Ski rental is \$2, snowboard rental is \$8, helmets are complimentary for our regular after school groups. All other weekly groups pay a discounted \$3 per helmet fee. The program is offered after school hours Monday – Friday and comes with complimentary beginner group lessons for students 6 years of age or older.
- 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.
- One complimentary lift ticket will be provided for every 10 purchased tickets with our school programs. This means that your 11th, 22nd, 33rd, 44th, 55th, etc. lift ticket is free of charge. Parents and faculty are encouraged to join the students at the discounted student rate.
- School reservations for lift tickets, rentals, and lessons should be made at the beginning of the season. Please let the group sales office know when your starting date will be along with your arrival time and approximate number of students each week.
- Only one member of your group should check in at the Group Sales office. Please have your group wait on the bus or in a designated area. Do not have your group go to rental until after 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 can reduce the amount of time your students spend in the rental department. It will also get your group/school out on the slopes faster! There are two systems we use to process our night school program.

1. If the same students will be renting equipment each week, we suggest using our hard copy service. This service keeps your student's rental information on file. Each week you simply send us the student's names that will be renting and we will pull their information out of our files. A minimum of 10 rentals is required to use this service and students must come on a regular basis. Students that come on an irregular basis can be processed using our express reservation program (listed on the following pages).

2. If weekly participation will vary we suggest using our regular rental reservation program. With this program you submit your student's rental information to us on a weekly basis. By completing the rental reservation forms in advance (at least 48 hours prior to arrival) our rental department will have your students equipment set and ready to go. New additions on the night of arrival can walk through the rental line.

- Any student renting will need to sign a rental agreement at the rental department each week unless using our hard copy rental service where parent signatures will be on file.
- No minimum is necessary for school discounts on rental equipment packages 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 forms. Forms submitted later than this cannot be guaranteed processing. Forms must be clearly written or they will be returned and a delay can be expected. Hard copy service must be submitted one week prior to your first visit.
- Students wanting to upgrade from skis to a snowboard after arrival will need to pay the additional \$8 at the group sales office.
- Be sure to review the Skier Type Chart page to determine which category of skier matches your student's style when filling out the rental forms.
- The group leader is responsible for making sure all rental equipment is returned to our rental department before departure.

### **SCHOOL 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 6 years of age or older. Each week our instructors will provide your students with lessons in skiing or snowboarding. These lessons will offer students the basics of stopping, turning, becoming familiar with equipment and learning to ride the chairlift.

School lessons go out on the hour. The last lesson is scheduled at 5:30 PM except on Fridays when the last lesson is scheduled for 6:00 PM. Please let the Caberfae staff know in advance approximately how many lessons you will need before your arrival otherwise instructor availability cannot be guaranteed.

### **HELPFUL PLANNING TIPS**

- Remind everyone in your school of your departure time and set meeting times and places for everyone to check in during the evening. The chairlifts run until 8 PM. Mondays – Thursday and 10 PM. Fridays.
- Return all group forms and rental information in a timely manner so that we can be prepared when you arrive. Each student's parent must sign the rental and liability release form in order to participate in the program.
- Encourage lessons! Keep track of lessons by category: ski or snowboard.
- 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 TO HAVE PROVIDED SOME HELPFUL TIPS FOR MAKING YOUR SCHOOL SKI TRIP RUN SMOOTHLY!**



**SKI & GOLF RESORT**

**Multi-Week Program 2016-2017**

**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 multi-week program 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 agree that either I, or an authorized designee, will execute the verification on the front of this form for each session. All user information I provide will be true and correct.

**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 this multi-week program, 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 the multi-week program, 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 multi-week program.

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.

School Name: \_\_\_\_\_  
Please print

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please print

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SKI & GOLF RESORT  
1 CABERFAE LANE  
CADILLAC, MI 49601

GROUP SALES

SALES@CABERFAEPEAKS.COM

231-862-3000 EXT. #164

FAX: 231-862-3331

NIGHT SCHOOL SKIING PROGRAM  
2016 - 2017

### RENTAL PERMISSION SLIP

**INSTRUCTIONS:** Parents/Guardians, please fill in all of the information on this form completely and accurately to ensure proper equipment rental for your child. This form along with the rental and liability release agreement must be filled out and signed before your child can participate in the school skiing programs offered through Caberfae Peaks. Once completed these two forms should be returned to the school's skiing coordinator.

**ALL INFORMATION MUST BE COMPLETE OR WE WILL NOT BE ABLE TO PRESET EQUIPMENT.**

NAME OF SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_

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

CITY, STATE, ZIPCODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Gender: \_\_\_\_\_ Shoe Size: \_\_\_\_\_ Weight: \_\_\_\_\_

Age: \_\_\_\_\_ Height - feet: \_\_\_\_\_ inches: \_\_\_\_\_

Please check one:

My child is not renting equipment: \_\_\_\_\_

My child is renting: \_\_\_\_\_ ski Skier level: \_\_\_\_\_ I - Beginner  
II - Intermediate

My child is renting: \_\_\_\_\_ snowboard \_\_\_\_\_ Foot Placement  
L = left foot forward  
R = right foot forward

My child is renting a helmet: \_\_\_\_\_





# 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\*\*\*\*\*