



## **Cedar Coast Field Station Refund & Cancellation Policy**

### **Updated February 3, 2022**

#### General Policy:

- All bookings require a deposit equal to 50% of the invoice created at time of booking.
- To reserve your dates, a deposit must be paid within 14 days of receiving your initial invoice. If a deposit is not received within 14 days, CCFS may release your dates to another group.
- Cancellations made 60-days prior to the group's arrival date will receive a full refund, less a \$250 administration fee.
- Cancellations made less than 60-days prior to the group's arrival date will forfeit their deposit. The deposit can be used as a credit toward a future visit, less a \$500 administration fee.
- Cancellations due to government imposed COVID-19 restrictions will receive a 100% refund.
- If Cedar Coast Field Station is requested to book external guiding services or a tour on behalf of a visiting group, the group will be subject to the cancellation policies of the third-party vendor. Cedar Coast Field Station will inform the group of the cancellation policy at the time of booking.

#### Weather-Related Cancellations (For In-Season Bookings)

- This policy applies to any trips to the Field Station scheduled to occur between April 15 - October 15 (In-season).
- Cedar Coast Field Station holds the right to reschedule or cancel any planned transport provided by the Field Station due to weather conditions which exceed our [Standard Operating Procedures](#).
- If Cedar Coast Field Station must cancel a departure due to weather conditions, you will have the opportunity to reschedule your trip and your deposit will be applied to your next booking less a Food Services Fee of \$ 250 per day if applicable (to partially recover the cost of perishable food and food services staffing).
- If you decide to cancel the trip entirely, only 50% of your paid deposit (25% of total invoice) will be refunded.

Weather-Related Cancellations (For Off-Season Bookings)

**Disclaimer:** Cedar Coast Field Station does not encourage off-season bookings due to the likelihood that a trip will have to be canceled or rescheduled due to inclement weather. If a group wishes to visit during the off-season, they must accept this additional risk which is reflected in our cancellation policy. This policy was created to ensure that the cost of the time and resources used to plan your off-season visit does not create financial hardship for Cedar Coast Field Station should you have to cancel your trip.

- This policy applies to any trips to the Field Station scheduled to occur between October 16 - April 14 (off-season).
- Cedar Coast Field Station holds the right to reschedule or cancel any planned transport provided by the Field Station due to weather conditions which exceed our [Standard Operating Procedures](#).
- If Cedar Coast Field Station must cancel a departure due to weather conditions, you will have the opportunity to reschedule your trip and your deposit will be applied to your next booking less a \$500 administration fee and a Food Services Fee of \$ 250 per day if applicable (to partially recover the cost of perishable food and food services staffing).
- If you decide to cancel the trip entirely, only 50% of your paid deposit (25% of total invoice) will be refunded less a \$ 500 administration fee.

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If you have read and understand the above Cedar Coast Field Station Refund & Cancellation Policy, and agree to abide by it, please sign and date in the space provided below and return to our Operations Team at [info@cedarcoastfieldstation.org](mailto:info@cedarcoastfieldstation.org)

**Acceptance of Cedar Coast Field Station Refund & Cancellation Policy**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_