

**Payment and paperwork:** In order to hold a camp reservation request, a deposit of 25% of the full balance must be paid at the time of booking. All additional paperwork\* (including any certifications, final group numbers, etc.) must also be submitted to GSSNE one month prior to rental date.

\*Non-profit groups and for-profit groups must complete and return the Hold Harmless form at the back of this Rental Book. Girl Scout members renting for private or family events (completely unaffiliated with any non-profit or for-profit entities) must complete and return the Signature of Agreement at the back of this Rental Book.

Reservations can be made at any time, provided that there is availability. Reservations within the one-month period will require return of all paperwork within 2 business days.

**Cancellation and refund policy:** Refunds will not be issued for a cancellation or change less than one month prior to rental date. Cancellation requests must be presented in writing to receive any refund. A refund equivalent to the deposit amount (25% of the full balance) will be processed if the cancellation is submitted and processed one month or more prior to the rental start date.

Changes to reservation site, dates, or other details specified in the Signature of Agreement must be presented in writing and will only be processed by cancelling your previous reservation and booking a new site. See cancellation language above for the refund policy pertaining to a rental change or transfer.