

Group Guidelines

1. To qualify for group rates, your group must have a minimum of 20 people purchasing a lift ticket each day of your scheduled visit; one organizer to work with group sales and one method of payment.
2. Paid Reservations are required at least 5 days in advance of each group visit. The Group Guidelines, Group Worksheet and Summary must be completed and returned to Special Services 5 days before your visit. All group orders must be submitted with one form of payment for the entire group. We accept credit card, cash, business check or money order. If you want your order shipped to you, we must have order and payment with completed paperwork (including liability waivers) at least 10 days in advance. There is a \$10.00 charge for shipping.
3. If your group is unable to visit on your scheduled date/s, the dollar value of your order will be kept in our system until you reschedule. A new order form must be submitted for rescheduled dates. (Or alternately, Any trip cancelled 48 hours or more before scheduled arrival is subject to a 25% fee. The fee is 50% if cancelled less than 48 hours before scheduled arrival date.)
4. If equipment rentals are needed for your group, a valid credit card must be on file with Special Services to cover any loss or damage to rental equipment.
5. To ensure ample parking, please notify us if you will be arriving by bus.
6. All group participants are required to read and sign liability waivers. These can be downloaded from our website. **We strongly recommend the group leader have these forms completed by the participants before you arrive.** The original forms may be mailed in advance or presented at check-in at the Special Services window. Please note that a parent/guardian signature is required for anyone under age 18. All under age participants must also provide a Power of Attorney/ Medical release form at time of check-in.
7. As a group coordinator you are responsible for the following: forwarding all information to group members; filling out the group worksheet and summary forms, and collecting money from your group. You will also be responsible for distributing the tickets and vouchers to your group. Tickets will be marked for each group member. Please make sure all information arrives at our Special Services office by the deadlines specified.
8. All group leaders must check in with Special Services immediately upon arrival (even those who have received tickets in advance). We will provide a guide, if needed, and direct your group to the rental shops and lessons. **The group leader is the only person authorized to make any transactions for the group.**

Group rates are not valid in conjunction with any other offer or discounts.

I have read and agree to the above terms:

Group Name _____ Date/s of Trip _____

Group Leader Name _____

Group Leader Signature _____

Date: _____

Group leader must sign and return this form to Special Services at least 5 days before your scheduled visit.

Special Services; Ski Apache – P.O. Box 220, Ruidoso, N.M. 88355 groupsales@skiapache.com