



Corporate Events-Booking Policy and Procedures

GROUP DEMOGRAPHIC

- To adult groups on our trips we provide great team building and hands-on community science activities.

COST

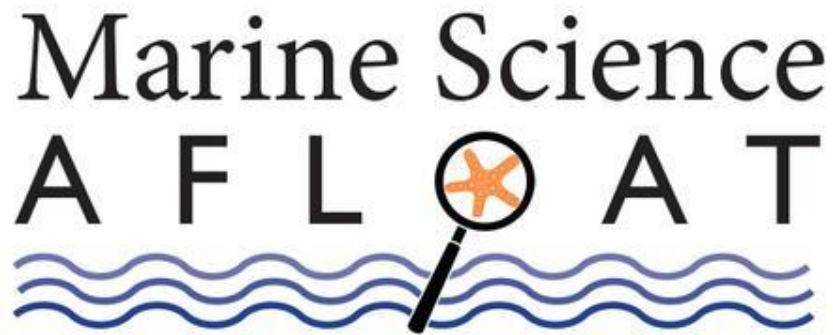
- The cost is \$75 per participant with a maximum capacity of 45 adults.

GROUP SIZE

- A minimum of 35 paying participants are required per trip. We can accommodate a group with fewer than 35 paying participants only if:
 - (1) the group agrees to pay for a minimum of 35 participants (\$2,600), or
 - (2) we are able to add additional groups from other companies on the same trip. PMR makes every effort to find compatible groups to combine.

ARRIVAL AND CANCELLATION POLICY

- School groups are expected to arrive 15 minutes before the scheduled departure time. If a school group is going to be late in arriving, it is very important to contact **Dan** at **425-750-3406** in advance of arrival to allow the crew to plan adjustments.
- Departures are either at Bell Harbor Marine in downtown Seattle, Harbor Island Marina in West Seattle, or Shilshole Bay Marina in Ballard; the location will be confirmed when trip confirmations are sent. **If your group requires a specific marina due to logistics please make a note in your booking form.**
- If your group discovers it cannot attend, please let us know as soon as possible. If we can rebook your date to another school we will return the deposit, otherwise the deposit will be forfeited.
- Pacific Marine Research reserves the right to cancel any trip that does not guarantee payment for 35 participants. We do not guarantee that we can find additional groups to combine with a group that does not have the minimum. In such cases, we may ask to consider rescheduling.



- Trips are not cancelled due to rain or cold, please encourage your employees/coworkers to dress appropriately with layers. It is often colder while out on the water and many of our activities occur outside.
- A trip in progress may be terminated if, in the judgment of the boat captain or Pacific Marine Research instructors, participants are behaving in a manner that is irresponsible or endangering. In such an event, no refund will be given.

DEPOSITS AND PAYMENTS

- Trips are confirmed in August and September for the Fall Season and December and January for the Spring Season, unless otherwise communicated.
- Once confirmations are sent out, the billing contact will receive a Deposit Invoice. A deposit is required to secure your trip.
- Checks must be payable to Pacific Marine Research. An invoice can be paid by credit card on-line through the invoice portal. Note: there is a 4% surcharge on the total invoice for credit card payments. PMR is not equipped to accept credit cards the day of the trip.
- A Final Invoice will be sent approximately one week after the day of trip and will be calculated based on the number of participants counted by our captain upon boarding the vessel.
- If a purchase order is to be used, a copy must be received by Pacific Marine Research via e-mail at least seven days prior to the trip.
- Groups in which individuals will pay for themselves are encouraged to have one person collect the money in advance and present Pacific Marine Research with a single check.
- Please confirm your organization's insurance requirements so we may provide any required documentation in a timely manner.