



## DEPOSIT AND PAYMENT TERMS

### CORPORATE PICNICS

- A first deposit is due two weeks after your schedule your picnic. Event is not confirmed until deposit is received.
- Final balance is due two weeks after event.
- Occasionally BPP may consider a corporate picnic as 'Private'—then the corporate picnic would follow the private picnic guidelines for deposit and final payment.

### PRIVATE PICNICS

- BPP considers family reunions, church picnics, weddings, birthdays, etc..., to be 'Private Picnics'.
- A first deposit is due two weeks after you schedule your picnic. Event is not confirmed until deposit is received.
- Final balance is due two weeks prior to event.

*A minimum of \$300 of your deposit is non-refundable should you cancel 90 days or more prior to your event.*

#### Final Balance:

- Final balance is determined by tickets ordered, not the actual attendance.
- Ticket order (which determines final balance) is required at least two weeks prior to picnic.
- Additional tickets ordered by private picnics within two weeks of picnic must be picked up and paid for prior to the picnic date. Personal checks are not accepted within two weeks of picnic date.

*We accept cash, check, money order and credit cards. There is a service charge for credit card payments. We request one payment be made to BPP in lieu of multiple payments you may receive from your guests. All deposit payments are credited toward your final balance.*

*Returned checks will incur a \$50.00 return check fee, and replacement/subsequent payments must be made by certified check/money order/cash.*

## TICKETS

- Ticket printing and final invoice are based on your ticket order. BPP prepares to serve and seat the number of ticketed guests.
- Ticket order should be submitted 2-3 weeks prior to picnic to insure enough time to print, mail and distribute your tickets. It is recommended to distribute your tickets prior to your picnic. BPP is not responsible for holding or distributing tickets at the gate.
- Tickets are custom printed for each group and are required for event admission. It is considered a final sale once the tickets are printed. Guests shall turn in their tickets at gate, where they receive a wristband and are directed to seating.
- Guests without tickets will pay a higher (cash) admission gate.
- Tickets are non-refundable, non-returnable and cannot be exchanged for another date.

## POLICIES AND PROCEDURES

- To reserve a date, call us to confirm availability, and provide an estimate of your group size. You will not confirm a final guest count until 2-3 weeks prior to picnic.
- Contracts and deposit request(s) will be sent to you. Deposits and signed contracts on file confirm that your event is on schedule! Two copies of your contract should be signed and returned to BPP.
- The picnic coordinator you designate is your primary contact with BPP. That person should keep guests informed about their upcoming event and be accessible during the event.
- Postponements, Raindates, Weather information: Details should be discussed with your BPP representative!
- Coordinators who postpone or cancel an event (up to 7 am the day of event) are requested to choose another date. Not re-scheduling may result in forfeiture of some or all of your deposit.
- If BPP cancels the event date—a very rare occurrence—your BPP event representative will discuss all alternative details with you.
- Outdoor venues such as BPP, facilities and activities, are subject to unanticipated weather extremes, irregular terrain and insects! Weather situations which may occur during an event do not merit a ticket refund.
- Appropriate footwear is required for BPP activities (rock climbing wall, boating, tubing).
- Seating is determined by your confirmed ticket order group size. Additional walk-in guests the day of event are not factored into seating arrangement, and seating location requests are not guaranteed. However, BPP makes every effort to insure you have suitable seating for your group.
- Groups with tax exempt status must provide a PA Sales Tax Exemption form.
- BPP reserves the right to revise menu, pricing and other items without notice.
- BPP 'No Food To Go' policy is enforced and coolers may be checked at gate.
- No pets are permitted at BPP.