



Blackfoot Crossing Historical Park

Booking Policy Terms Contract

Facilities Contract Terms

1. Booking Categories

BCHP offers a variety of booking options for different visitors' needs, including:

- General Admission (individuals or small groups)
- Group Visits (schools, tour groups, organizations)
- Cultural Experiences (guided tours, workshops, traditional teachings)
- Special Events (weddings, ceremonies, conferences)
- Conference Room Use (meetings, corporate events, workshops)
- Filming and Photography (media projects, documentaries)

Each category may have different requirements, pricing, and availability.

2. General Terms

- The guaranteed number of guests must be provided at least 10 business days in advance. If no guarantee is received, BCHP will charge for the original number contracted. The Final billing will reflect the guaranteed number of actual attendances, whichever is greater.
- Bookings are subject to availability and confirmation by Blackfoot Crossing Historical Park.
- Groups arriving late may have their tour shortened.
- Outdoor Tours/Programs/Activities: Blackfoot Crossing staff will not be responsible for any minor injuries that may arise from improper footwear and clothing on outdoor excursions.
- Any damage to park property or gallery exhibits may result in additional charges.
- Visitors must follow park rules and respect cultural protocols.
- Blackfoot Crossing is not responsible for lost or stolen items.
- Alcoholic beverages are strictly prohibited within BCHP.
- Smoking is not permitted inside the building.
- Tentative Bookings: We can only hold tentative dates for 5 days without confirmation before the reservation is removed from the schedule.





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3. Conference Room Usage

- BCHP offers conference room facilities for up to 60 people. The room is equipped with a screen, seating, tables, and Wi-Fi access.
- Conference room bookings must be made at least 14 days in advance. A deposit may be required to secure the booking.
- The room is available for full-day, half-day, or multi-day use. Full Day is 8 hours, half day is 4 hours, if you go over on the half day you will be charged for the full day rate.
- Conference rooms are available from 9:00am to 5:00pm and must be vacated by the agreed-upon time. Occasionally evening bookings with approval.
- Conference room users can request catering, projector, microphone, or other equipment for an additional fee.
- BCHP reserves the right to substitute a comparable function room if necessary.

4. Payment Terms

- Credit must be established to BCHP's satisfaction. Otherwise, deposit is required to secure the reservation
- Payment is required within 30 days after the event's completion. Late payments will incur a 10% late fee per month if missed.
- A 50% down payment is required for bookings of \$3000.00 or more
- A 50% deposit is required for all food requests unless otherwise agreed upon.

5. Catering Services

- Catering Exclusively Provided by BCHP. All catering must be arranged through BCHP.
- Menu Selection must be finalized at least ten (10) days before the event. Special dietary requests must be communicated at the time of the booking.
- The final guest count must be confirmed seven (7) days before the event, and this number will be the minimum chargeable amount. Charges will apply to the confirmed number, even if fewer guests attend. If additional guests attend, additional food may be provided, subject to availability and extra charges.
- Catering will be self-serve unless a served option is specifically requested.
- The menu and arrangements must be confirmed no later than 5 business days prior to the event. Failure to confirm may result in substitutions.
- All food and beverage prices are subject to a gratuity fee as detailed in your quote.





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6. External Catering and Outside Resources

- All tour guides, storytellers, powwow dancers, drummers, and other cultural activities must be coordinated through BCHP. No external providers are permitted without prior approval.
- Unapproved external resources brought into the park may result in additional fees.
- Outside food and beverages are not allowed unless pre-approved by BCHP. A service charge may apply for approved external catering.

7. Cancellation Policy

- No refunds or cancellations apply for individual ticket purchases.
- Any Catering cancellations made at the last minute will not be refunded their deposit
- Cancellations must be made at least 7 days before the event to avoid a cancellation fee.
- Cancellations made at least 10 business days or more prior to the event will not incur a penalty. Cancellations made in less than 10 business days may result in a charge.
- Events canceled on the day of the event will be charged for the quoted total, unless otherwise agreed upon.
- Contracts must be signed and returned before the event date.
- Weather/Unforeseen Circumstances: BCHP reserves the right to cancel bookings due to extreme weather or other unforeseen circumstances. In such cases, a full refund or rescheduling will be offered.

8. Facility Usage

- Unauthorized use of nails, staples, tacks, or duct tape on walls and ceilings is prohibited. Masking tape is acceptable.
- BCHP reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and the volume of music.
- Outside electronic equipment, other than laptops, is not permitted, unless approved. BCHP equipment is available for rental, subject to availability.
- The licensee assumes full responsibility for any damage to BCHP property, including electronic equipment, during the event.





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Acknowledgement

By signing below, the licensee acknowledges they have read and agree to be bound by these terms and conditions. The signatory warrants are authorized to bind the represented business or company.

☐ **Yes**

☐ **No**

Print Name:

Date:

Signature:

Business/Company Name:

