



## How to Book a Group\* in 5 Easy Steps

We are excited to about your interest in planning a group activity and are here to help! If you would like to discuss anything or have questions, email us at [groups@summit90.com](mailto:groups@summit90.com) or phone us at the Group Activities office at **(425) 434-6779**. Here's the process:

### 1. Now: Choose a date

Choose a date that works best for your group.

### 2. As soon as possible: Reserve that date

Reserve your date with a Group Sales Coordinator by:

- Filling out a Group Planning Form online
- Emailing [groups@summit90.com](mailto:groups@summit90.com)
- Calling our Group Sales office at 425 434 6779

After contacting Group Sales, we will send you our Group Order Form, Rental Form, Lesson Form and our Helpful Tips. **\*Please read the Helpful Tips for more in-depth ideas on how to easily organize your group.**

### 3. At least 5 days\*\* before your activity: Fill out the Group Order Form

At least 5 days in advance, **confirm your date, group numbers and activity needs** (such as lift tickets, rentals, lessons, and food and beverage vouchers). Sending in the completed Group Order Form via fax or email at least 5 days in advance gets you the best group advantages. Any time after that we will do our best to accommodate, but can make no guarantees.

### 4. At least 5 days\*\* before your activity: Include a credit card number

We accept one form of payment per group in cash, check, or credit card. We need a credit card number on file, included with the order form, to hold the reservation.

### 5. At least 3 days before your activity: Inform your Group Sales Coordinator of any changes!

Make sure you inform your Group Sales Coordinator of any changes to your Group Order. This will give us time to accommodate final changes.

\*Groups are defined as 15 or more participants with one form of payment (cash, check, or credit card).

\*\*If your group is over 30 participants, please submit your Group Order Form at least 7 days prior to the event. This allows time to receive your tickets and ensures a smoother arrival. And, more time on the hill!

**Return Policy** – Vouchers must be returned the day of event. Dated tickets must be returned or postmarked within 7 days after the event for refund.