

Washburn Norlands Living History Center
PROGRAM RESERVATION FORM

NO RESERVATION IS CONFIRMED UNTIL THIS FORM AND THE PROOF OF INSURANCE HAVE BEEN RECEIVED

Mail to: Washburn Norlands Living History Center, 290 Norlands Road, Livermore, ME 04253
Phone: (207) 897-4366 FAX: (207) 897-4963

Date of Program(s): _____ Arrival Time: _____ Departure Time: _____

Grade Level: _____ #Girls: _____ #Boys: _____ #Adults: _____ **Maximum 24 persons including adults.**

Program Names: 1 _____ 2 _____ 3 _____

of Programs Requested: 1 _____ 2 _____ 3 _____ Total: _____

Program Fee: \$ _____ Deposit Enclosed \$ _____ Ladd Scholarship Requested Y / N?

- 50% of program fee is required as deposit at least 60 days prior to visit to hold reservation.
- Balance is due on the day of visit
- Cancellations must be received 14 days before the date reserved.
- Please make checks payable to Washburn Norlands.

- A copy of liability insurance certificate is enclosed.(see explanation)
- My insurance company will mail the liability insurance certificate.
Insurance certificate is due one month prior to visit.

**BEFORE SENDING THE
RESERVATION FORM,
PLEASE CONTACT
NORLANDS FOR
PROGRAM
AVAILABILITY AND
OPEN DATES**

Name of School / Organization: _____

Address: _____

Contact Person's Name: _____

Contact Person's Phone: _____ FAX: _____ E-Mail: _____

Alternate Contact Person and Phone: _____

Contact Person will receive a confirmation by email.

Does anyone in your group have special need? Y / N Please explain: _____

Would you like pre/post-visit materials? Y / N (Sent to e-mail above unless requested otherwise)

If you wish to apply for a Ladd Scholarship, please send a letter of request with your reservation.

Cancellations, for any reason other than a storm day, must be received at the Norlands office 14 days before the date reserved; otherwise, the canceling party will pay 50% of the scheduled program cost. *Storm Day* cancellations must be received at the Norlands office no later than 7:00 A.M. on the scheduled date or the canceling party will pay 50% of the scheduled program cost. **TO CANCEL on a storm day, please call (207) 897-4366 and leave a message. Completion of the reservation form implies agreement with this notice.**

Arrival: If you will not arrive at your scheduled time (either early or late by 15 minutes or more), please let us know. Have someone call from the school or a cell phone. Our programs are designed for a particular length of time and we have reserved a specific time slot for your visit. We cannot guarantee that your group will be able to complete all of the program elements if you do not arrive on time.



Washburn Norlands Living History Center

IMPORTANT INFORMATION IF YOU ARE VISITING NORLANDS

Teachers and chaperones are responsible for the supervision and discipline of their students / children at all times!

Lunches and Backpacks: We encourage students who bring lunches to have appropriate 1800's food. Thinking about the days before store bought bread and sandwich bags and planning authentic food can be a good learning experience. Some classes prepare for their Norlands visit by making bread, butter and molasses cookies at school to bring for the noon meal. If you are preparing a group lunch, please pack separate lunches for each classroom, as they eat in different locations. Because we do not have the space to accommodate backpacks, we ask that you leave them at school or leave them on the bus.

Trash and Bathrooms: Please remember that you are responsible to take home any trash you bring. Also, it is 1870's at Norlands and we have only outhouses / privies.

Photography: We do not allow video taping or digital movies of our programs or the contents of our buildings. Photographs are fine, but please discuss timing with the interpreter before the start of the program.

Cell Phones and Pagers: Please be sure that cell phones and pagers are turned off or on vibrate during programs.

Maine Learning Results: In response to teachers' requests to help them fulfill the Maine Learning Results, the Norlands had developed new pre- and post-visit materials for the one-room schoolhouse program, *A Country School, 1853*; the farm program, *Life in Rural Maine*, and both *Frontier Life* programs. Each booklet provides information so that you students can choose a Norlands role to play as well as background information on each family. This material will help your students learn the history, the geography and the economics of this actual neighborhood as it was in 1870 and its families.

Chaperones: Please be sure that chaperones understand their roles to assist our staff and to supervise the children. Unless you have special needs, we have found that a ratio of one adult per eight students results in the best quality educational experience.

LIABILITY INSURANCE FOR SCHOOL PROGRAMS IF YOU ARE VISITING NORLANDS

We have become aware of the increase of legal action brought against schools, municipalities and non-profit organizations. Because the children who visit Norlands become physically involved in the learning experience, we need your assurance that they are on: a school-sponsored field trip and that you district has liability insurance that covers them while at Norlands; OR is a homeschool/parent sponsored field trip and that the parents have liability insurance that covers them while at Norlands.

Our staff has been instructed in group supervision and safety procedures. However, we depend upon the awareness and cooperation of the accompanying teacher or other responsible adult(s) to maintain discipline and ensure safety.

All school groups must provide a certificate of general liability insurance with policy limits of \$1,000,000 occurrence / \$2,000,000 aggregate. This is a simple procedure, which involves contacting your insurance carrier and asking them to mail or fax the appropriate form to Norlands.