

Washburn Norlands Living History Center  
**PROGRAM RESERVATION FORM**  
**OUTREACH**

**NO RESERVATION IS CONFIRMED UNTIL THIS FORM HAS 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: \_\_\_\_\_

*Programs can be scheduled no earlier than 10:00 am.*

Grade Level: \_\_\_\_\_ #Girls: \_\_\_\_\_ #Boys: \_\_\_\_\_ #Adults: \_\_\_\_\_ **Maximum 30 students.**

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.
- If we travel more than 100 miles round trip, there is a charge for the additional mileage (.40/mile).
- Balance is due on the day of program.
- Cancellations must be received 14 days before the date reserved.
- Please make checks payable to Washburn Norlands.

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

Map and directions with parking and entry door information is enclosed.

Name of School / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Contact Person will receive a confirmation by email.*

Alternate Contact Person and Phone: \_\_\_\_\_

Please **circle** the contact person who will be available on the morning of the reserved program.

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

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

**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. If Norlands must cancel due to weather, we will phone the listed contact person.

**Completion of the reservation form implies agreement with this notice.**



Washburn  
Norlands  
Living History Center

## IMPORTANT INFORMATION

### Norlands' Outreach Programs

**Teachers and chaperones are responsible for the supervision and discipline of their students / children at all times! Teachers must stay in the room with the children.**

**Arrival:** Our interpreters cannot begin programs any earlier than 10:00 am. They will need to arrive one-half hour prior to the program time in order to set up. Please arrange for someone to escort them to the classroom. We ask that you include a map and directions with parking and entry door information with your reservation form.

If your group/classroom will not be ready at your scheduled time, 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 we cannot begin on time.

**Lunch:** Please provide a noon lunch for the interpreter.

**Photography:** 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.

**Environment:** We ask that you keep the group size to a maximum of 30 children. For ALL programs, please have open blackboard space available.

Please provide a space large enough for your group to sit in a circle if you are scheduling the Fun and Games of Long Ago program.

If you are scheduling more than one program on the same day, please make arrangements for the children to travel to the space where the interpreter is set up, instead of asking the interpreter to move to multiple locations.