

**WANUSKEWIN DROP-IN OUTREACH PROGRAMMING
TERMS AND CONDITIONS
2026**

Thank you for booking drop-in outreach programming through Wanuskewin. Our Tour and Cultural Programs Coordinator is here to assist you throughout the booking process, while our Visitor Services staff will deliver your programming.

Please read these Terms and Conditions between the Convener (individual or group responsible for bringing people together for the purposes of engaging in programming as defined in these Terms and Conditions) and Wanuskewin Heritage Park Authority (WHPA) before signing.

1. GENERAL OUTREACH POLICY

- a. Drop-in outreach programs with interpretive guide(s) will operate as a drop-in station at an event where the guide(s) will set up programming materials at a booth or table for the general public to come and go from the station.
- b. All children under the age of eighteen (18) must be chaperoned by a teacher, chaperone, parent, and/or guardian while participating in the program at the drop-in booth.
- c. A preliminary estimate of attendance is required when booking drop-in outreach.
- d. **Teachers, chaperones, parents, and/or guardians are responsible for the behavior, discipline, and conduct of children at all times.** Poor conduct, disrespectful behaviour, and/or dangerous activities may result in the guide's immediate cancellation of the outreach programming at any time without refund.
- e. The Convener is required to provide adequate space for the guide and have that space ready for the guide to set up in at least thirty (30) minutes prior to the scheduled start time. Certain set-ups may need additional set up time, in which case the Tour and Cultural Programs Coordinator will request that the space be available for the guide to set up in at least one (1) hour prior to the scheduled start time.
- f. The Convener is responsible for any damage(s) to the program equipment caused by their participants, anyone directly or indirectly associated with the group, and/or anyone who acts on their behalf during the time the guide is on location. The Convener will be held financially responsible for repairs on a cost recovery basis, plus administrative fees.
- g. WHPA reserves the right to refuse bookings that promote values that contradict WHPA's mandate.
- h. WHPA does not assume liability for loss of life or injury due to programming. The Convener assumes accountability and responsibility for the safety and well-being of their participants.
- i. Liability or failure to meet these Terms and Conditions remains the responsibility of the Convener named in these Terms and Conditions.

2. LIQUOR AND DRUGS

- a. WHPA has a strict no alcohol or drugs policy. **During the time that the guide(s), Dancer(s), Singer(s), and/or Drummer(s), are on location, there cannot be any open alcohol, marijuana, or illegal drugs in the room.** Failure to comply with this policy will result in the immediate cancellation of the outreach programming at any time without refund.

3. CONFIRMATION

- a. **A signed copy of these Terms and Conditions, along with a signed copy of the booking sheet, must be sent to the Tour and Cultural Programs Coordinator at least one (1) week before the booking date to confirm the booking.**
- b. WHPA requires a signed booking sheet, a signed copy of these Terms and Conditions, and a deposit in order to guarantee the tour rate that was quoted during the booking process.
- c. Tour rates that are quoted more than a calendar year in advance are not guaranteed.

4. INVOICING AND PAYMENT

- a. A Square invoice for the full payment will be sent to the contact on file once the Tour and Cultural Programs Coordinator receives a signed copy of the booking sheet and the Terms and Conditions. The invoice can be paid online by credit card. Contact the Tour and Cultural Programs Coordinator for alternative payment options.
- b. Payment in full is due seven (7) days before the booking date.

5. OUTREACH PROGRAMMING CANCELLATION

- a. If cancellations are received seven (7) or more business days before the date of the outreach, deposits are refundable, minus a twenty-five dollar (\$25) administrative fee.
- b. If cancellations are received less than seven (7) business days before the date of the outreach, the Convener will incur a twenty-five dollar (\$25) administrative fee and may incur penalties up to one hundred percent (100%) of contracted services.
- c. If the Convener does not give the Tour and Cultural Programs Coordinator prior notice of their cancellation, the Convener forfeits any deposits or payments already paid to WHPA.
- d. The Convener may request that the deposit for a cancelled booking be saved as a credit on file for future use. If approved, credits on file must be used within the fiscal year; WHPA's fiscal year ends on March 31 every year.

6. INDEMNITY

- a. The Convener shall indemnify and hold harmless WHPA, its agents, offices, directors, and employees (the "Indemnified Parties") from and against all claims, demands, damages, losses, expenses, costs (including legal fees on an attorney/client basis and the cost of experts), actions, suits, or proceedings sustained or incurred by any of the Indemnified Parties which may be made, brought or prosecuted in any manner whatsoever against any of the Indemnified Parties, to the extent based upon, arising out of, or attributable to: (a) the acts of omissions (including, without limitation, negligence, gross negligence, strict liability, or willful, wanton or intentional

misconduct) of the Convener, its guests or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or (b) a breach of this Contract by the Convener.

7. FORCE MAJEURE

- a. If performance of this Contract by WHPA is delayed or rendered impossible by an act of God, government authority, disaster, strike, civil disorder, inclement weather, or an emergency, this Contract may be terminated by written notice without liability.

8. PHOTO AND VIDEO

- a. WHPA may take photos and videos of the drop-in outreach for promotional materials, including social media and marketing materials. It is the responsibility of the Convener to let WHPA know if photos or videos cannot be taken at the event prior to the booking date. WHPA will ask participants for verbal permission to take photos and videos of them before doing so during the programming.

By checking "I agree" and submitting this booking form, you indicate that you have read, fully understand, and agree with all of the above Terms and Conditions.

Please email WHPA at tours@wanuskewin.com if you have any questions or concerns.