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### Dear Group Organizer:

Thank you for choosing Downstream River Runners to provide your whitewater adventure. We look forward to working with you and your group to insure a well co-coordinated event. Sometimes though, organizing large groups of people can be a challenge. The following suggestions are provided to make organizing your trip easier.

1. Set firm deadlines for participants to comply with deposits, final payment and the wetsuit sizing information. Take care not to “burn out” calling and chasing people down who are not fully committed or unsure if they are going.
2. Call our office before you add more people on to your reserved number. Space availability frequently changes. Please notify our office when someone substitutes or cancels.
3. To make people feel more comfortable about giving out their measurements, give each person the “Wetsuit reservation form” for them to fill out and return to you. Only you should see the master “Wetsuit sizing chart”. Transfer individual measurements to the “Wetsuit sizing chart” and keep the lower portion of the “Wetsuit reservation form” in case you need to notify people of any changes in itinerary. Send the “Wetsuit sizing chart” into our office with final payment.
4. Keep a copy of the “Wetsuit sizing chart” as a check in list at the river.
5. Review and be familiar with the “Policy statement”. Don’t advance your own money as payment for others unless your absolutely sure they are coming and will reimburse you.
6. Payments for large group bookings should be submitted to our office with a single check, money order, cashiers check or Visa/Mastercard/AmEx card. Be sure to include your trip date, river and the name the reservation was made under so we can properly credit your account. Your trip should be paid in full 30 days prior to the trip start. Additions are welcome if space is still available, however, within 15 days of the trip, payments must be made with credit card or cashiers check.
7. It is very important that all participants are fully informed. It is the responsibility of the group organizer to guarantee that all participants receive a copy of all pertinent materials, including specifically: the driving directions, policy statement and the sample copy of our liability release.

Thank you in advance for adhering to the above suggestions. This will help your group to have a pleasant and well-organized river adventure. We look forward to having you as our guests. Feel free to let us know if we can assist you in any way. Our office hours are 10am to 6pm Monday through Thursday and 10am to 3pm on Fridays.

**See you at the River!**

*Casey Garland*

## **PLEASE COPY AND ISSUE TO ALL TRIP PARTICIPANTS!**

**PARTICIPANT RESPONSIBILITY:** In twenty-eight years of commercial rafting we have maintained a perfect safety record. However, when you are dealing with nature and people, there is always an element of risk involved. We can assume no responsibility for injury to trip members, their personal belongings, or for any time and expenses involved. We require all participants to sign a liability release form before embarking on any trip. This isn't Disneyland folks, so use some common sense when signing up for a river trip. Here are some recommendations, from our perspective as a veteran outfitter, which may help you decide what kind of experience is appropriate for you, your family or group.

- People who are substantially overweight or out of shape, non-swimmers and children under 14 years old without whitewater experience, should not go **paddle rafting** on class III+ and above whitewater. The Skagit and the Grande Ronde Rivers are good choices for these people. **Oar framed rafts** with paddlers assist changes this equation, to some degree, making the risk more manageable as the guide has a greater degree of control over the raft.
- Just because you may have paddled class IV-V rivers doesn't mean your whole group or your children are prepared to handle that kind of experience, particularly if they were to come out of the raft and end up swimming the rapids. The performance of a paddle raft is governed by the quality of the crew as well as the guide. Being a little selective on who you go with is a good idea on the more advanced runs.
- If you're timid, not a good swimmer and you've never rafted before, don't let an outfitter or anyone convince you that it is safe to paddle raft on class IV-V whitewater, particularly during high water. Choose an easier river and work up to the more demanding runs. The river will still be there when you are ready for it.
- **If your chest size is 52 inches or more, our life jackets will not fit and we cannot take you on any trip.**

### **POLICY STATEMENT**

**DEPOSITS** are required to guarantee your reservation and are non-refundable except in the event that we cancel due to insufficient reservations. For one day trips a \$30 deposit per person is required, and for multiple day trips a deposit of \$50. per person is required. Deposits of persons who cancel may not be applied to other group participants.

**FULL PAYMENT** is required 30 days prior to your trip. Your group rate is determined at this time. Reservations made within 30 days of the trip date require full payment at the time the trip is reserved. Reservations made within 15 days must be paid by major credit cards, cash, money order, or cashiers check.

**CANCELLATIONS** If you must cancel, there are no cash refunds, however you may choose to receive a credit for future Downstream trips, or substitute another person to take your place. If you do not notify us of your cancellation at least 5 days before your trip and you fail to show up for any reason, no rescheduling, substations or credits will be made. We regret we cannot make exceptions for personal emergencies or illness.

**SUBSTITUTIONS** made within 5 days of the trip date may be required to provide their own wetsuit and boots at their own expense, as our suits are reserved and packed well in advance of the trip. We will do our best to accommodate substitutions or changes in wetsuit sizing up to 5 days before the trip. No changes will be accepted on Fridays. If we are unable to provide an appropriate suit, contact a local dive shop for rental suits.

**HIGH OR LOW WATER TRANSFERS** are very rare but can occur for reasons beyond our control. For your safety, Downstream reserves the right to transfer the trip to an appropriate river, that same day, or you may request a credit for a future trip. We will make every effort to give you as much notice as possible.

**TRAVELERS INSURANCE** is inexpensive and recommended to protect your vacation investment. In the event of the unforeseen emergency, these policies can provide a full refund if you cancel for medical or health reasons. Contact a travel agent for details.

**MINORS UNDER 18 YEARS OF AGE WHO WILL NOT BE ACCOMPANIED BY A PARENT OR LEGAL GUARDIAN MUST HAVE A RELEASE FORM SIGNED IN ADVANCE. CALL US AND WE WILL MAIL OR FAX YOU THE FORMS TO SIGN AND BE RETURNED.**

The Downstream staff may cancel any participant that arrives improperly prepared, physically unfit, under the influence of drugs or alcohol, without adequate previous rafting experience (where applicable), or for any reason that poses a threat to the safety and well being of our staff or other guests. No refunds or credits will be given.

**LIABILITY RELEASE & ASSUMPTION OF RISK**

**READ THIS DOCUMENT, AS IT EFFECTS YOUR RIGHTS AND LIMITS LIABILITY OF DOWNSTREAM RIVER RUNNERS, INC. AND INFORMS OF RISKS WHICH MAY BE ENCOUNTERED.**

I am aware that certain risks and dangers may occur from rafting on whitewater river trips with Downstream River Runners, Inc. These risks include, but are not limited to, hazards of and injury to person and property while traveling in a raft on the river, accident or illness in remote places without medical facilities, the forces of nature, and travel by bus, auto, van, or other conveyance.

I specifically understand that Downstream River Runners, Inc. provides foot cups in its rafts to assist participants in stabilizing themselves. I also understand that in certain situations the use of the foot cups can present an increased risk of knee, ankle or other injuries because of the restrictive nature of the foot cups. Thus I understand that the use of the foot cups inside the raft is optional and that I assume the risk of river rafting whether I use the foot cups or not.

I certify that I, my family, and any minor children accompanying me are fully capable of participating in the activities involved in running rivers. I assume full responsibility for myself, my family, and any minor children accompanying me for bodily injury, death, loss of personal property and expense thereof.

I understand that the wetsuits, wetsuit boots, and splash jackets are provided for my comfort and safety. I have examined those items before putting them on and have found them in good condition. I agree to take care of them in a responsible manner, and return them at the end of the trip. I agree to pay a repair fee for any damages I might cause and furthermore I agree to pay full replacement cost for any item mentioned above if lost or stolen. Repairs or replacement costs shall be paid within one week of the trip.

As part payment for the right to participate in the river trip from the pre-embarkation rendezvous until trip completion, and for the services and food arranged or supplied by Downstream River Runners, Inc., its owner, agents, and employees and associates, I hereby assume all of the above risks and, except in the case of gross negligence, will hold Downstream River Runners, Inc., its owners, agents, employees and associates harmless from any and all liability, actions, causes of actions, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise out of or in connection with my trip or participation in any activities with Downstream River Runners, Inc., its owner, agents, employees or associates. This signed statement shall serve as a release and assumption of risk for my heirs, executors, and administrators, and for all members of my family, including minors accompanying me.

Downstream River Runners, Inc. reserves the right to take photographic or film records of any river trip and use them for promotional purposes without fee.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT.**

***THIS IS A SAMPLE COPY OF  
THE FORM YOU WILL SIGN  
AT THE RIVER ON THE DAY  
OF YOUR RIVER TRIP***

\_\_\_\_\_  
**SIGNATURE (GUARDIAN IF A MINOR)**

\_\_\_\_\_  
**ADDRESS (PLEASE PRINT LEGIBLY)**

\_\_\_\_\_  
**CITY ST. ZIP**

\_\_\_\_\_  
**HOME PHONE WORK PHONE**

## WETSUIT RESERVATION FORM

### ***COPY AND ISSUE TO ALL TRIP PARTICIPANTS!***

Wetsuits and boots are mandatory and are included in the cost of your trip. All Washington rivers have very cold water from snow run-off and glacial melt (35-45 degrees). Wetsuits are essential to provide protection from hypothermia.

Fortunately, men and women are different. They come in many shapes and sizes. Downstream River Runners has 25 different wetsuit sizes available. Insuring the best possible fit may require some more information but when you arrive at the river, the right wetsuit will be there for you. So please take a few minutes to **measure and weigh yourself accurately** because inches and pounds do make a difference.

#### **WETSUIT POLICY:**

**ALL** of the requested sizing information must be complete and returned to our office along with the final payment. Final payment is due 30 days prior to the trip date. Reservations made within 30 days of the trip require full payment and all sizing information A.S.A.P. Substitutions or changes of wetsuit sizes within 7 days of the trip date may be required to provide their own wetsuit and boots at their own expense.

MY TRIP ORGANIZER IS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MY CO-ORGANIZER IS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

-----cut off and save-----

**Group Organizers:** Transfer the information in this section to the "wetsuit sizing chart" and return the chart along with final payment. Keep this section so you have everyone's phone numbers in the event of a transfer.

#### **WETSUIT SIZING INFORMATION**

Complete and return this section to your trip organizer by \_\_\_\_\_

NAME \_\_\_\_\_

HEIGHT \_\_\_\_ ft. \_\_\_\_ in.

WEIGHT \_\_\_\_ lbs.

WORK PHONE: \_\_\_\_\_

CHEST \_\_\_\_ in.

WAIST \_\_\_\_ in. (the biggest part you guys!)

HOME PHONE: \_\_\_\_\_

HIPS \_\_\_\_ in. (*ladies only here*)

SHOE \_\_\_\_ size

If you are using a metric or European sizing, we can convert it in most cases.

I AM PROVIDING MY OWN WETSUIT. (please fill out shoe size if you need boots)

