










# Hemlock Overlook

## PROGRAM CHECKLIST

PROGRAM DATE \_\_\_\_\_

DUE	TASK	DESCRIPTION	DONE
	Transportation	<u>Confirm your day and time with your transportation office/company before mailing your booking contract.</u> Our physical address is: Hemlock Overlook 13220 Yates Ford Road, Clifton, VA. Remember COACH buses are <b>NOT</b> permitted in the park.	 [ ] 
_____	Booking Contract	<u>Within (five) 5 days,</u> sign and return by fax to Hemlock Overlook.	[ ] 
_____	Facility Use Agreement	<u>Within (five) 5 days,</u> sign and return by fax to Hemlock Overlook.	[ ] 
_____	Booking Fee	<u>Due two (2) weeks after the date printed on the bottom of your contract.</u> Mail it with the initial invoice to the George Mason University Cash Office, MS 2E1, 4400 University Drive, Fairfax, VA 22030-4444.	[ ] 
_____	Teacher/Group Information Page	<u>Read it carefully.</u> We make changes each year to provide you better service. Available on our website.	[ ] 
_____	Medical/Liability Release Form	Make a copy of this two-sided form for every participant and chaperone. Minors must have this signed by a parent or guardian. <b>Without a form, we will deny participation.</b>	[ ] 
_____	Full Payment	<u>Mail fourteen (14) days prior to your program,</u> to assure it is received by the George Mason University Cash Office, MS 2E1, 4400 University Drive, Fairfax, VA 22030-4444 one (1) week before your program. Return your final invoice with your payment. Note your HO /I nvoice number on your check.	[ ] 

Phone: 703.993.4313 Fax: 703.266.7781

[www.hemlockoverlook.org](http://www.hemlockoverlook.org)