

Please contact groups@sonomacanopytours.com for additional information.

SAMPLE SCHEDULE:

Assuming Arrival Time of 9:30am on a weekday

COURSE NAME	DEPARTURE TIME	APPROXIMATE END TIME	# PER FLIGHT	CUMULATIVE #
Forest Flight	10:00am	12:30pm	8	8
Tree Tops	10:15am	12:45pm	8	16
Forest Flight	10:30am	1:00pm	8	24
Tree Tops	10:45am	1:15pm	8	32
Forest Flight	11:00am	1:30pm	8	40
Tree Tops	11:15am	1:45pm	8	48
Forest Flight	11:30am	2:00pm	8	56
Tree Tops	11:45am	2:15pm	8	64
Forest Flight	12:00pm	2:30pm	8	72

FLIGHT BASICS:

Weight and Health – the maximum weight for adults is 250 pounds. Pregnancy is not allowed. The minimum age is 10 years AND 70 pounds. Anyone who is pregnant or thinks they may be pregnant may not participate. No one under the influence of alcohol or illegal drugs may participate.

Other Health concerns – please review the waiver (a copy is included in this document).

Eight (8) people per flight – because of the size of the platforms, we are unable to increase the group size.

Course Equipment, Training, and Completion – both the Tree Tops and Forest Flight courses require equipment (helmets, gloves, and harnesses). All of the equipment is provided. Successful training for each participant is required before the flight may begin. Each course must be completed in its entirety; the total experience takes approximately 2.5 hours.

Clothing, Shoes, Etc. – please wear comfortable clothing that protects your torso from possible rubbing caused by the seat and chest harnesses. Please no revealing clothing, dresses, or skirts. Remove loose or dangling jewelry and body/facial piercings (ears, nose, etc.) that could get caught in the helmet. Tie back long hair and remove all valuable such as rings, necklaces, bracelets, and person electronics. Closed toe shoes such as tennis shoes that tie at the ankle are required.

Exclusive or Non-Exclusive – Exclusive - if your group ends up with less than 8 people on a flight and you would like to retain an Exclusive Flight (with only members of your group) you must purchase all 8 reservations for that particular flight time(s) at the initial booking. Non-Exclusive - If all 8 reservations are not purchased at the initial booking, Sonoma Canopy Tours reserves the right to place members of the general public on your flight.

Late Arrival Penalty – Sonoma Canopy Tours operates a tight schedule. We ask all guests to arrive 30 minutes prior to their flight. Late arrivals negatively impact not only staff, but other tours following yours. Sonoma Canopy Tours reserves the right to impose a monetary penalty for groups that arrive late based on flight times as confirmed at initial booking.

Travel to Sonoma Canopy Tours – we encourage limo/bus service – OR if the group is coming in separate cars from a specific location, stay together and follow special directions as provided in the initial booking confirmation email. Individual GPS and internet-generated maps may take people different routes and there is limited cell service so people in your group may get lost.

Sonoma Canopy Tours has found the best route for limos and buses is the directions provided in the Confirmation email and on the website. Please request that your limo/bus service take that route.

DIRECTIONS:

- This tour is 2.5 hours in duration. All sales are final.
- No pets allowed on course or in the parking lot.
- Use our facilities at your own risk. Tours go rain or shine

WE STRONGLY DISCOURAGE GPS AND INTERNET MAPS!

From San Francisco, East Bay, and Sacramento Areas:

1. Hwy 101 N to Santa Rosa. Take Hwy 12 West (Sebastopol Exit #488 B) to light at Fulton Road (2.9 miles)
2. Turn right on Fulton Road, then left at light on Occidental Road (about 300 feet)
3. Travel West on Occidental Road to the light at Hwy 116 (4.5 miles). NOTE: Most cell phones will not work past this point.
4. From the light at Hwy 116 continue straight west on Occidental Road to the stop sign in the town of Occidental (14.1 miles)
5. Take a slight right onto Hill Street (150 ft). Turn right on Bohemian Hwy.
6. Drive north on Bohemian Hwy until you see a large sign saying “Sonoma Canopy Tours” and “Alliance Redwoods” on the left (2.2 miles). Turn into driveway. Park and proceed to the Sonoma Canopy Tours center and check-in with our parking lot greeter/driver.

FINANCIAL INFORMATION:

Deposits upon initial booking (50%) - deposits are due by close of business the day following reserving the tours. For Example – if Sonoma Canopy Tours reserves the tours on Monday morning the deposit is due by close of business Tuesday.

Final Numbers and Final Payment – Sonoma Canopy Tours requires confirmation of the number of guests participating and final payment completed 7 days before arrival. This date is firm.

Cancellation Policy – Sonoma Canopy Tours has a seven (7) day cancellation policy. If you need to change the reservation date or time 7 days or more before the reservation date, there is no charge; however, because of the late date and demand of tours your preferred date and time may not be available for booking.

PRE-FLIGHT INFORMATION:

Sample Waiver Attached – available electronically – all participants must complete the waiver.

[Review Electronic Waiver here](#)

Spreadsheet to expedite check in would be appreciated, especially for groups over 16. Please pre-assign people in groups of 8 to flights prior to arrival; this will expedite check-in and waiver processing.

Photography – NO DRONES are allowed at Sonoma Canopy Tours @ Alliance Redwoods Conference Grounds without written approval of the General Manager 14 days before arrival and is based on staff availability. The General Manager may require proof of proper credentials license prior to making the decision. If approved, the drone pilot may launch the drone from the ground only (drones not allowed on the platforms) and a Sonoma Canopy Tours staff member must accompany the drone operator at all times (\$50/hour charge). The drone pilot must walk the entire course and obey all staff instruction.

Photography - On the course – cameras are allowed; however, they must be strapped to the harness of the photographer. Given the small platforms, NO tripods are allowed. Unless previously discussed and scheduled each person may go through the course and each segment of the course only once. This means any one person must proceed through the course and not hamper normal operations by requesting to run a segment again to reshoot.

Photography - From the ground – A Sonoma Canopy Tours staff member must accompany the photographer at all times (\$50/hour charge). This must be arranged 14 days before arrival and is based on staff availability. This staff member will be able to help the photographer with shot set ups. The photographer must walk the entire course and obey all staff instruction.

Helmet Cam Rental – Helmet Cams are available for rent. Please reserve them prior to arrival to ensure they are available.

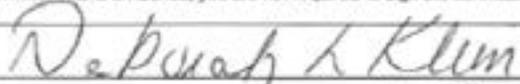
Gratuities – Gratuities are very much appreciated by our staff. The industry standard is between 10 and 20% per person booked. Gratuities may be paid prior to arrival or upon completion of the tours with a credit card, check, or cash.

Observers – Children under 10 years of age and 70 pounds, pregnant women and those who weigh over 250 pounds are unable to participate in Sonoma Canopy Tours' flights; however, that doesn't keep them from enjoying the fun for free! Once a waiver has been signed, these individuals are allowed to board the company vehicles for the top of the mountain. The Observers can watch training and are able to view the participants at about 1 hour into the flight. Observers must remain on the upper deck and in the approved areas and may not explore beyond the designated area for their safety.

Food & Meeting Rooms – Sonoma Canopy Tours is an activity of Alliance Redwoods Conference Grounds. Alliance Redwoods Conference Grounds may have food and/or meeting rooms available to outside groups, if that is of interest, please notify Sonoma Canopy Tours contact person at groups@sonomacanopytours.com.

Other Activities – similar to food & meeting rooms, other activities may be available to outside groups. All activities, food, and or meeting rooms must be arranged prior to arrival. No alcoholic beverages are allowed on the property.

Sonoma Canopy Tours W-9

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																						
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Alliance Redwoods Conference Grounds dba Sonoma Canopy Tours																								
2 Business name/disregarded entity name, if different from above																								
Print or type See Specific Instructions on page 2.	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (S=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>Enter to events required under the U.S.</small>																					
	5 Address (number, street, and apt. or suite no.) 6250 Bohemian Highway		Requestor's name and address (optional)																					
	6 City, state, and ZIP code Occidental, Ca 95465																							
	7 List account number(s) here (optional)																							
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <small>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</small>																								
		Social security number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td> </tr> </table> OR Employer identification number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;">9</td> <td style="width:20px; height:20px;">4</td> <td style="width:20px; height:20px;">-</td> <td style="width:20px; height:20px;">1</td> <td style="width:20px; height:20px;">6</td> <td style="width:20px; height:20px;">8</td> <td style="width:20px; height:20px;">3</td> <td style="width:20px; height:20px;">6</td> <td style="width:20px; height:20px;">6</td> <td style="width:20px; height:20px;">5</td> </tr> </table>													9	4	-	1	6	8	3	6	6	5
9	4	-	1	6	8	3	6	6	5															
Part II Certification Under penalties of perjury, I certify that:																								
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																								
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																								
Sign Here	Signature of U.S. person ▶	Date ▶																						
		June 24, 2016																						
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 .																								
Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:																								
<ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) 																								
<ul style="list-style-type: none"> • Form 1098 (home mortgage interest, 1098-C (student loan interest), 1098-T (tuition)) • Form 1099-C (cancelled debt) • Form 1099-A (acquisition or abandonment of secured property) 																								
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you:																								
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued); 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																								



Agreement

Name _____

Dates _____

Times _____

Number of People in Group _____

Deposit Amount _____

Signature _____

Date Signed _____

Please scan and return signed document to groups@sonomacanopytours.com