Peak Adventures wants to get your organization on a custom outdoor trip. Our custom trips are a great way to increase group unity, trust and teamwork while having fun. We have adventures ranging from single-day trips such as rafting, hiking and snowshoeing as well as multi-day backpacking and camping trips available. Our trips include all of the technical gear such as tents, sleeping bags, backpacks, snowshoes plus food for the overnight trips. Peak Adventures also provides the transportation for most of the trips. This sheet gives you a step-by-step set of instructions about how to book a custom trip with us.

VISIT THE CUSTOM TRIP PAGE of our website to pick a trip that works best for you. Feel free to call Peak Adventures at (916) 278-6321 for more information about the trips. The website is: www.peakadventures.org/customtrips

CHOOSE A DATE. The best way to ensure a booking on the best date for your organization is to let us know as far ahead as possible. Please choose multiple dates in the event that your first choice is not available. A minimum of two weeks notice is required. Some trips require a minimum of one-month notice. All trips are subject to the availability of Peak Adventures staff and any destinations that we use.

ONCE A DATE IS SET, Peak Adventures will create a contract for the trip. To do this, we need the following information:

a. Name, phone number and email address of the person who is organizing the event
b. Name, phone number and email address of the person approving payment for the event (if different from the organizer)
c. Club/Organization Address
PEAK ADVENTURES WILL EMAIL THE FOLLOWING ITEMS
a. Contract
b. Waiver: Distribute the waivers to all of the participants. Anyone under 18 must have the waiver signed by a parent or legal guardian. These need to be turned into the Peak Adventures office at least three days prior to the trip.
c. Checklist: Distribute the checklist to everyone attending the trip.

RETURN THE SIGNED CONTRACT and either a 50% deposit or full payment to Peak Adventures as soon as possible. Proof of funding such as a DOC Funding Request or purchase order is also acceptable in place of the deposit. If providing the deposit is a problem please let Peak Adventures know and we can work with your organization to try and accommodate your needs. Your program booking is not final until we receive the signed contract and deposit or proof of funding.

ALL CONTRACT DETAILS ARE FINAL two weeks before the contract date including participant numbers.
  a. If fewer participants show up, you are still required to pay for the contracted amount.
  b. The number of participants cannot exceed the space available in our vans. We have two vans which can each hold up to 10 participants.
  c. If you want to add a second van to the trip, you need to notify us as soon as possible so that we can add more staff to the program. We cannot guarantee that we will have the additional van or staff available.

FULL PAYMENT IS DUE ONE WEEK BEFORE THE TRIP DATE. If you need an exception to this, please speak with us.

PRIOR TO THE TRIP
a. Peak Adventures will provide participants with a list all the necessary equipment and clothing that is needed on the trip. All participants should review this prior to the trip in order to be fully prepared for their adventure.
  b. Participants are required to provide all personal gear such as appropriate clothing, shoes, sunglasses, etc. If you have any questions about where to get the items required or what gear works best, please let us know and we are happy to provide suggestions.
  c. If you would like your participants to have more information about the trip, we can come to one of your meetings to have a pre-trip meeting. We will go over all the trip details including how to dress and what to bring.
  d. Bring the completed waivers to the Peak Adventures office at least three days prior to the trip.

ON THE DAY OF THE TRIP
a. Peak Adventures will provide all of the technical gear including snowshoes, skis, snowboards, rock climbing gear, tents, sleeping bags, backpacks and cooking supplies. We do not provide bikes for biking trips. A limited number are available for rent.
  b. Eat a good breakfast before you arrive and come dressed in appropriate clothing to start your adventure.
  c. Please arrive on time

Peak Adventures is committed to assisting your group reach its peak performance. Our outdoor trips offer an opportunity for team building and group bonding in a non-traditional environment. We look forward to serving your organization.