

Planning a Group Visit

Commercial groups and organized groups of ten or more people may be required to pay the group rate. In addition, to make the most of your group's time while visiting, it is highly recommended to call ahead for information and to list your group on the reservation schedule. This will ensure our staff is prepared to handle your group's needs.

School Groups

- Bona fide educational groups are entitled to free entrance to include basic entrance to the facility, self-guided tour of the exhibit, use of hiking trails, and any scheduled programs and available educational handouts and activity sheets. Additional or special request programs or services may be charged a fee. Bona fide educational groups include school or university classes, and homeschool students traveling as a group. Special interest clubs are not considered an educational group.

Commercial Group

- Applies to any group where an organizer, tour operator, conference or business has charged a fee or is receiving compensation for having the group visit the Interpretive Center.
- Must pay the group fee as specified on the current fee schedule.
- One individual pays the fee for the entire group.
- An accurate count of the number of individuals in the group is required.
- Interagency passes, including the Senior Pass, do not apply to any portion of the group entrance, or any individual's entrance.

Organized Group

- Applies to any group of ten or more people specifically visiting as a formally organized group.
 - If visiting as a scheduled, organized group of ten or more, you will be charged the group rate as specified on the current fee schedule.
 - If an informal group, (i.e. motorcycle clubs, RV clubs, antique car clubs) where members may be arriving and leaving at different times, it is better to plan for individual entrance.
 - If receiving the group entrance rate, interagency passes (including the Senior Pass) do not apply to any portion of the group fee, nor to any individual entrance for a member of the group.
- Special programs or activities may be requested in advance, but can only be provided pending availability of staff to provide additional services and other scheduled programs and activities for the day. Depending on the nature of the request, an additional fee may be charged as per guidelines for special use of the site (below).
- For best service for your group, please call ahead and make a reservation, inform us about the size of your group, duration of visit, interests of your group, and any special needs or time constraints. We can inform you about available programs or options for activities for your group.

Guidelines for special use of

National Historic Oregon Trail Interpretive Center (NHOTIC) site by:

- *Commercial groups*
- *Organized groups/events*

Use of the picnic shelter, amphitheater, wagon encampment, and trails at NHOTIC by commercial groups and organized groups or events is permissible without any additional fee for events or uses that meet the following criteria:

- pay the standard amenity fee either for individual entrance or organized group entrance
- are not in conflict with the mission of the interpretive center
- will not interfere with use and enjoyment of the site by other visitors
- is not charging additional fees to participants or raising funds
- will not negatively impact or damage natural, physical, or cultural resources on the site
- will not require staff assistance to alter or amend the facility features, set-up, or clean-up
- falls within the regularly scheduled open hours of the site
- does not compromise the safety or security of the site or general public, employees, and volunteers on the site.

Use of the Interpretive Center meeting rooms, theater, or exhibits by commercial groups and organized groups or events are available at no additional charge to groups that meet the above criteria, and do not interfere with other scheduled meetings, daily business, or programs at NHOTIC. No programs or general visitor access or use of public areas of the NHOTIC site will be altered, rescheduled, or denied for special events, meetings, or activities during regularly scheduled hours.

A Special Recreation Permit and cost recovery fees may be required for:

- groups exceeding 200 individuals
- events or activities outside of regularly scheduled hours
- events or activities requiring assistance of staff for set-up, monitoring, or clean-up
- activities such as races or fund raisers that involve selling tickets, charging additional fees, or selling items to participants
- events or activities that may involve bringing equipment, tents, furniture, sound systems, etc. onto the NHOTIC site, or that may require extra parking.
- events or activities that may require monitoring or mitigation measures to prevent potential damage to natural, cultural, or physical resources on the site.
- events or activities that may increase potential liability of the Bureau of Land Management or the Trail Tenders

The site can and has been used for: family reunions, school picnics, weddings, church services, conference meetings and social events, group awards events, etc.

Any such use of the site does not imply Bureau of Land Management or Trail Tender endorsement of the event or the group sponsoring the event.

To arrange for a special group event or activity, please contact the NHOTIC Center Director and be prepared to discuss the following:

- Date of proposed event or activity
- Times event or activity would begin and end
- size of group, ages or other useful description of participants and spectators
- types of activities, including food & beverage service, or activities that might generate refuse.
- specific information about locations on the NHOTIC site you wish to use

NHOTIC Center Director will determine if a Special Recreation Permit is required. If the event falls within regular use of the Center, reservations will be made, and fee figures agreed upon. Arrangements will be documented in a Letter of Agreement from the Center Director to the event sponsor.

If a Special Recreation Permit is required, application must be submitted a minimum of 90 days preceding the date of the event to allow sufficient time for processing the permit. A preliminary review of the permit will be completed within thirty days, and applicant advised of fee and cost recovery estimates. Permit and cost recovery fees must be paid up front.

Alcohol Use: Some groups request information about serving alcoholic beverages at a function scheduled at the Interpretive Center. These requests will be considered on a case by case basis, with the following factors taken into account:

- Service of alcoholic beverages at events scheduled inside the Interpretive Center building during regular public open hours will not be permitted.
- For service of alcoholic beverages at events after hours, or at the picnic shelter or other permitted location on the site, the organizing group will be responsible for behavior of the event participants, and for any problems caused by alcohol consumption. This will be included in Letter of Agreement for the event. Any problems reported to or observed by NHOTIC staff related to alcohol consumption at a private event will be referred to the Baker County Sheriff and BLM Law Enforcement Officers.

- At private events where controlled consumption of alcoholic beverages has been properly permitted, organizing group will be required to provide a sign to be posted in the immediate vicinity of the event identifying it as a private event.
- At private events where controlled consumption of alcoholic beverages has been permitted, Bureau of Land Management employees and volunteers may not assist with handling, set-up or service of alcoholic beverages. BLM employees and volunteers may not consume alcohol on site, either on-duty, or if off duty and participating in the event as a guest. Event participants should not offer alcoholic beverages to BLM employees or volunteers staffing the NHOTIC site. Any BLM employee or volunteer using alcoholic beverages while on the NHOTIC site is subject to disciplinary action as described in Vale District IM- 2004-06.

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