



**USS Hornet Sea, Air & Space Museum
Overnight Programs
Policies on Headcount Changes & Late Payments**

The USS Hornet Sea, Air & Space Museum provides exceptional programs and overnight adventures to organized youth groups. In order to create the best possible experience for our guests, we need accurate headcounts and timely payments to ensure that all staffing, catering, and supply needs are met well in advance. To that end, the Museum has put in place certain timelines and penalties to encourage groups to submit their rosters and payments in a timely manner. They are outlined as follows:

Policy on Headcount Changes

3 Weeks Prior to Your Event Date

Rosters with accurate headcounts are due 3 weeks prior to your event date. No penalties will be applied if you adjust your headcount up until this point. We appreciate your organization and timeliness!

Within 3 Weeks of Your Event Date

If subtracting from your reservation to lower your group's headcount within the 3 weeks leading up to your event, a fee will be applied per person. There is no additional fee to add guests, provided that space is available:

Adding Guests (if available) – no charge
Dropping Guests - \$5.00 per person

Within 1 Week of Your Event Date

By this time catering and supply orders have already been submitted on your group's behalf. If your headcount changes within the week of your event, you will be charged based on the information below:

Adding Guests (if available) – \$10.00 per person
Dropping Guests – You will be charged the full amount of your reservation regardless of how many guests drop

Example:

If you had reserved 30 spaces but contact us within the week of your event to inform us your actual attendance will only be 15 guests, you will be charged the full amount for your reservation of 30 guests.

**If extraordinary circumstances apply, please email us at overnights@uss-hornet.org as soon as possible.*



Policy on Late Payments

Before 2 Weeks Prior to Your Event Date

Final payments are due 2 weeks prior to your event date. No penalties will be applied if payment is made on time. We appreciate your organization and timeliness!

Within 2 Weeks of Your Event Date

If final payment is made within 2 weeks prior to your program date, a late fee will be applied to your balance based on your group size as demonstrated below:

Groups with 40 guests or fewer guests will be charged **\$25.00**

Groups with 41 or more guests will be charged **\$50.00**

Less than 1 Week Prior to Your Event Date

If final payment is made within 1 week prior to your program date, a late fee will be applied based on your group size as demonstrated below:

Groups with 40 guests or fewer guests will be charged **\$50.00**

Groups with 41 or more guests will be charged **\$100.00**

**If extraordinary circumstances apply, please email us at overnights@uss-hornet.org as soon as possible.*

The USS Hornet Sea, Air & Space Museum appreciates your efforts to meet roster and payment deadlines. Your cooperation allows us to provide the best possible experience for all of our guests. We look forward to welcoming you aboard soon!