



Sunday-Friday Arrival Checklist

1-800-362-7853 info@skibrule.com
397 Brule Mtn Rd, Iron River, MI 49935

	Prior to arrival, the Group Coordinator is to collect the rental forms for all participants. Verify that each rental form is complete including age, weight, height, skier type (needed for binding setting) and forms have the required two parental signatures (one 1/2 way down the form & second at the bottom of form).
	Complete the Group Participant Checklist during travel to Ski Brule. It is best to provide each vehicle with their checklist so that upon arrival you will have an accurate accounting of participants.
	The bus is to park in the lot located across the street from the Brule Main Lodge.
	Upon arrival the Group Coordinator is to go to Guest Services for the group check in which is located on the lower level of the Brule Lodge, slopeside of the lodge. Group Coordinator is to bring ALL the rental forms to group check in for authorization by Ski Brule staff.
	Required For Check In: 1.) Group Participant Checklist 2.) Group Coordinator Information 3.) Chaperone Contact Information 4.) Payment 5.) Two way radio if available 6.) Participant Rental Forms Ski Brule accepts checks, visa, mastercard, discover, amex & cash. A 3% processing fee is added to credit card payments. Ski Brule does not bill groups. Payment is due day of the trip.
	Group Coordinator will receive the following at Guest Service during group check in: 1.) Lift Tickets 2.) Meal Tickets (if prearranged) 3.) Processed Rental Forms
	After check in at Guest Services the group coordinator is to distribute rental forms, lift tickets and meal coupons (if applicable) to the participants. If Guest Service is closed Bear's Den Pro Shop will complete check in (located across the hall from Guest Services).
	Participants that are renting will then go to the Rental Center for equipment with Rental Form in hand. They will bypass the registers and directly to equipment because their forms were authorized at Guest Services.
	Please tell participants NOT to leave personal belongings all over the Rental Center floor. Please utilize the cubbies as items left out will be moved to storage area by staff which will make it a challenge to find prior to departure.
	Please tell participants NOT to leave personal belongings on the tables, scattered on the floor or chairs at the Brule Main Lodge . Please utilize the cubbies as items left out will be moved to storage area by staff which will make it a challenge to find prior to departure.