

Fylde Decorative & Fine Arts Society.

Policy: Events organiser's fees and refunds.

1. **Holidays either overseas or in the UK involving overnight accommodation.**

Many tour companies offer free places to the organisers if a certain number of people book the holiday [e.g. one free place for every 15 people travelling]. The first free place is given to the main organiser. Any additional free places should be allocated by the main organiser to those people travelling who are assisting on the trip

2. **Special Interest Days/Study Days/ Visits**

a] The principal organiser does not pay any fees but all other committee members/volunteers pay the full rate. If however the organiser volunteered to pay some or all the cost of the event then s/he could offer the free /reduced place to another volunteer.

b] If a projectionist is required s/he will not be expected to pay

c] Full refunds are available provided at least 14 days notice is given. If cancellation is within 14 days of the event then the organiser has the discretion to refund part or all of the costs. [This will depend on whether any costs, which would not be recoverable, have been paid out or a replacement has been found].

3. **Social Events.**

a]The organiser(s) is expected to pay in full for the tickets to social events particularly if they are designed as fundraising events

b] Full refunds will be given provided notice of cancellation is at least 7 days before the event and is before the last day for numbers to be given to caterers or other organisations.

Treasurer

09.01.11

