



Special Events Policy

The Applique Guild of Australia follows the below principles when planning, organizing and presenting all events. The events include workshops, retreats, bus trips and gallery exhibition visits.

- All consideration will be given to suggestions from members to relevant destinations, gallery exhibitions of similar genre and specific tutors.
- All activities shall be cost-effective for both the members and the Guild. Special cost consideration will be given to non-members attending to assist a member attending.
- Otherwise, non-members may be considered a placement if space available. (eg: members have booking preference).
- Wherever possible EOI pre notice of intention to plan an event will occur.
- Security deposit is required within 2 weeks of place booking. ##
- If unforeseen circumstances forces non-attendance to activity occurs, costs will be refunded only if replacement is secured up to 4 weeks prior to event. All other circumstances fees are non-refundable. (see schedule below)
- Cancellation details will be clearly stated in booking documents.
- All activities will consider special access for mobility of patrons.
- To secure a place on a TAGA workshop or event, full payment must be received prior to the activity, the amount of such payment will be set by the Event's Organizer / Committee. At the Event Organizer's discretion, a deposit may be required to secure a place, with the balance payable at least 4 weeks prior to the activity. ##
- Refund of payments:

Situation	Refund/Payment
Confirmed booking & you wish to cancel but you or TAGA finds <u>someone to replace you</u> at anytime prior to the workshop/event	Full refund of the amount paid to confirm your booking minus \$10 admin fee
Confirmed booking & you cancel with <u>no replacement more than 4 weeks before</u> the beginning of the workshop/event	50% of the amount paid to confirm your booking
Confirmed booking & you cancel with <u>no replacement less than 2 weeks before</u> the beginning of the workshop/event	NO REFUND
You leave the workshop/event after it has started	NO REFUND
NOTE: there may be some variation to this policy at the Committee's discretion.	Any such decisions will be final.
This policy will be reviewed every 2 years	Adopted 4/2024 Review date 4/2026