

Ladybug Quilt Guild Reservation and Cancellation Policy

This policy is in reference to the reservation and cancellation of Ladybug Quilt Guild events such as, but not limited to, Bus Trips, Workshops and Retreats. Since each of these events requires different funding obligations, each event type will have a reservation and cancellation policy. They are as follows:

Overall Statements

- | Cancellation of any Ladybug Quilt Guild sponsored event due to a death in your immediate family will be refunded.
- | When an event participant signs-up for an event, payment is required.

Workshops

Reservation – Sign-ups will occur at our monthly meetings and payment is required at sign-up. The Program chair will be responsible for the sign-up sheet and collecting the fee.

Cancellation

- | Prior to 31 days of event - Full reimbursement of workshop fee. Please see program chair for notification of cancellation and reimbursement.
- | Within 30 days of the event – No refund is issued.
 - o 2 exceptions:
 - ♣ A refund will be issued if there is a person on the waiting list willing to fill the opening.
 - or-
 - ♣ In the situation where there is no waiting list, if a person must cancel within the 30 day period before an event, they may elect to sell their spot to someone else and they can be reimbursed directly by their replacement. Please notify the program chair if someone else is taking your spot.

Bus Trips

Reservation – Sign-ups will occur at our monthly meetings and payment is required at sign-up. The Bus Trip chair will be responsible for the sign-up sheet and collecting the fee.

Cancellation

- | Prior to 46 days of event - Full reimbursement of Bus Trip fee. Please see Bus Trip chair for notification of cancellation and reimbursement.
- | Within 45 days of the event – No refund is issued.
 - o 2 exceptions:
 - ♣ A refund will be issued if there is a person on the waiting list willing to fill the opening.
 - or-
 - ♣ In the situation where there is no waiting list, if a person must cancel within the 45 day period before an event, they

may elect to sell their spot to someone else and they can be reimbursed directly by their replacement. Please notify the program chair if someone else is taking your spot.

Retreat

Reservation – Sign-ups will occur at our monthly meetings and payment is required by the scheduled date. The Retreat chair will be responsible for the sign-up sheet and the treasurer will collect the fees.

Cancellation

- | Prior to 46 days of event - Full reimbursement of retreat fee. Please see Retreat chair for notification of cancellation and reimbursement.
- | Within 45 days of the event – No refund is issued.
 - 2 exceptions:
 - ♣ A refund will be issued if there is a person on the waiting list willing to fill the opening.
 - or-
 - ♣ In the situation where there is no waiting list, if a person must cancel within the 45 day period before an event, they may elect to sell their equivalent spot (single/double room) to someone else and they can be reimbursed directly by their replacement. Please notify the program chair if someone else is taking your spot.