

Event Policy and Payment Procedures

Purpose:

To standardize policies and procedures governing the payment and financial administration of continuing and future events, including cancellation penalties and non-refundable deposits, method and timing of payments, coordination of payment times with vendor deposit requirements and refunds.

Event types:

1. Those requiring initial payment in full.
2. Those requiring initial deposits and staged payments.

The Event Planning Form shall serve as a preliminary budget when planning new events. Information to be contained on the form includes:

1. Transportation and driver gratuities.
2. Event costs, *i.e.*, tickets, hotels, meals, including taxes and gratuities.
3. Beverage and refreshment costs.
4. RPYC personnel costs, if any (*i.e.*, chef and/or servers).
5. Miscellaneous and contingency costs.
6. Amount and timing of initial non-refundable deposits and subsequent payments.

Wherever possible, RPYC shall cater applicable events subject to pricing and staff availability, *i.e.*, tailgate parties, box lunches, in-house dinners and pre/post event dinners.

Non-refundable Deposits:

1. An initial per person deposit of 25% of the event cost (rounded down to the nearest amount divisible by \$5.00) shall be required to secure a reservation. The amount of the deposit shall be defined by the approved Event Planning Form.
2. If sufficient deposits are not received prior to the cut-off date, the event will be canceled and all deposits refunded within 30 days of the cancellation.
3. If the member-participant does not pay the balance due by the cut-off date, his/her reservation will be cancelled the deposit will be forfeited.

Deferred or Staged Payments:

Under certain circumstances, all or a portion of some future payments may be deferred according to scheduled vendor payments. In such case, payments will be required 15 days prior to the date of such scheduled vendor payments. Failure to timely pay shall result in the forfeiture of all deposits and previous payments.

Member Cancellations

1. Members shall be educated to the fact that signing up for an event will not be treated as an "indication of interest." By signing up, the member makes an initial non-refundable per person deposit and makes a commitment to attend and participate in the event as well as meet all future financial obligations relating to that event.
2. When Events are determined to proceed and various costs of the Event are incurred or committed, the member shall under such circumstances become committed and responsible to pay his or her prorated share of the Event costs.
 - a. The Adventure Leader(s) shall maintain a waiting list if required prior to the cut-off date. If openings occur due to cancellations, the first available person(s) at the top of the list shall have the first opportunity to assume the canceling member's reservation and Event share.
 - b. Members joining the waiting list shall deposit with the Adventure Leader, a check in the full amount of the Event costs. This check shall not be deposited unless that member is moved up to confirmed reservation status, whereupon the check shall be deposited.

Refunds

1. If a member cancels before the cut-off date, the deposit shall be forfeited. If the member paid in full before the cut-off date, all payments except the deposit will be refunded after the cut-off date.
2. If a member cancels after the cut-off date, all payments are forfeited. It shall be the member's responsibility to recover his or her Event payments, if possible, by recruiting another member to take over the reservation.
3. If the Event is subsequently sold out, all payments for canceled reservations will be refunded after the Event date.

The Royal Adventurers Operating Committee shall review matters pertaining to cancellations and any subsequent refunds. The decision of the Operating Committee shall be final.