



CLAC WORKSHOP PAYMENT/CANCELLATION POLICY

approved- June 2023

The reason for this policy is that we have limited space in our workshops. When someone cancels at the last minute, they are taking the opportunity from another person to attend. Also, where supplies are a large portion of the cost of the workshop, the supplies will have been purchased whether the person attends or not, so we need to cover our costs.

Payment Due dates:

1. All events must have payment received one week before the event to confirm space and materials.
 - a. This can be waived at the discretion of the event organizers, space and materials being available.
2. Payments by cash, cheque, square, in person, online or by mail.
3. Online payments are preferred so event tracking software can be used.

Cancellation Policy:

1. Once payment is received the space is confirmed
2. Cancellations may be accepted if there is a waiting list.
3. Registrants can substitute another person if they can't make the workshop/event – they need to notify CLAC of the change and their approval of the substitution.
4. If they are a no-show, no reimbursement will be made but their membership will remain in effect.