

Social Events and Weekends Away – Non-refundable deposits

Introduction

The principle behind all social events and weekends away organised by Sevenside Group is that they should be self-financing.

Administration and other initial costs

A small administration charge (currently 50p / £1) will be added to the total cost to cover postage, telephone calls, copying of documentation, and quiz prizes etc that may be associated with the event.

There may be other costs incurred initially such as a deposit for room hire / skittles alley / food / accommodation etc.

These costs will be included in the total advertised cost of an event and will be identified as **non-refundable**.

Deposits

Frequently for social events, payment up front of the total amount is requested. This is for ease of administration eg at the Christmas meal it is possible to write one cheque in payment; for a skittle evening the deposit for the alley can be paid, food and prizes purchased by cheque using the monies received (it also saves having to collect on the night any final amounts from individuals).

Cancellations

There may be occasions when an individual having booked a place for a particular event is unable to attend. In such instances they should advise the organiser as soon as possible so that a reserve may be offered the place. If there is no reserve list the individual cancelling should try to find a replacement and that replacement should contact the organiser at the earliest opportunity.

If a replacement is found, the replacement will be required to pay the full amount as advertised (including the administration charge).

Provided there are no other costs actually incurred in connection with an individual who has cancelled, they will have their original payment refunded less the non-refundable deposit. Any refunds will be made on the basis that the first replacement will be allocated against the first cancellation and so on.

The administration charge will never be refunded.