

BURTON-ON-TRENT u3a

SUNDAY LUNCH GROUP POLICY

Introduction

This document describes the procedure to follow when arranging a Sunday Lunch.

Procedure

1. Lunches are arranged on a monthly basis, typically the last Sunday of the month. They are open to all Burton-on-Trent u3a members. Members of reciprocal u3a's can attend but Burton members take precedence where places are limited.
2. Non-members cannot attend lunches.
3. The Social Activities and Events webpages are to be checked before arranging a lunch.
4. The deadline for booking will normally be the first Coffee Morning of the month (ie the second Tuesday of the month) preceding the lunch.
5. Payment is made in full at time of booking. A receipt MUST be given for cash.
6. If a member cancels prior to the deadline, the member receives a full refund.
7. After the deadline refunds may only be made in exceptional circumstances by the Treasurer in consultation with the Chair, aligning with restaurant policy.
8. Members cheques and cash along with an Outings Banking form should be passed to the Treasurer when ALL payments have been collected which should be the bookings deadline. The written request for the location's payment should be made at the same time. It is the responsibility of the organiser to agree with the Treasurer when and how monies and payments will be made.
9. Details of all confirmed and potential lunches to be added to the "Sunday Lunch Group" page of the Burton u3a website and in the Newsletter
10. A register listing names and membership numbers to be completed and submitted to the Treasurer after each lunch.
11. Incident forms to be available at all lunches and completed as necessary and sent to the Business Secretary.
12. Unless otherwise stated Sunday Lunches are for main course only.