

**Policy for Booking of trips, excursions, holidays and other similar u3a activities**



**April 2022**

It looks like 2022 is going to be a busy year for Olton & District u3a with lots of activities for us to enjoy, including trips, excursions, meals out etc. Group leaders do a great job in organising these events, but they do need some certainty as to numbers attending and costs. All such events must be self-financing, the costs shared out amongst those attending. We have, therefore, decided, in the interests of all our members, to clarify our approach to payments and refunds.

- Members' bookings for these events are only secured once payment has been received in full. Expressions of interest are only for organisers to gauge potential numbers; they do not guarantee a place. Reservations will be made on a 'first come, first pay' basis. This is to ensure that the event organisers can accurately predict the numbers attending, costs are properly calculated, and members are neither under nor over charged.
- Bookings should be made with the expectation that payments are non-refundable. If someone must cancel or fails to attend, refunds will only be made (in whole or in part) where the venue and/or travel provider has agreed not to charge us or if the place has been taken up and paid for by someone else. Refunds are at the discretion of the group leader and the committee. This is to avoid other group members having to bear the cost of non-attendees or of all members having to subsidise a 'loss-making' event.

**Date Approved by Committee: .....7<sup>th</sup> April 2022.....**

**Next Review Date: .....7<sup>th</sup> April 2024.....**

**Signed: .....R Carmichael.....**