

Reservation and Cancellation Policy

1. Each program requires that a reservation be made during a specific time period. Members will be notified by email when the reservation period is starting and ending (usually 3-4 weeks before the event). Pay by CLOVER, or mail the program coupon, along with a check, **payable to Village Arts Associates, Inc.**, to the reservation chair during the reservation period.
Please make sure you have renewed your membership before making a reservation.
2. **Unless you are paying by CLOVER, all reservations sent by mail are recorded in the order in which they are postmarked.** Reservations postmarked earlier than the reservation period are added to the reservation list on the third day of the reservation period. It is best to take your envelope to the post office and ask to have it hand stamped with the date to ensure you are included even if the envelope is not delivered on time.
3. All reservations with guests must be made by mail. This will insure member and guest information will be recorded appropriately.
4. Due to venue and/or bus capacities, we cannot guarantee that all reservation requests will be met. If your reservation request cannot be accommodated, you will be placed on a waiting list according to your postmark date.
5. If a cancellation is made during the reservation period, a full refund will be given and your check will be destroyed. If a cancellation is made after the reservation period, a refund will be made only if there is a waiting list and someone is available to take your place. Reservations are not independently transferable.
6. An email listing those attending will be sent to all members at the end of the reservation period. Please check the list for your name to be sure we have your registration.
7. Checks will be held until the day of the program for deposit. For members on the waiting list, their checks will be held until the day of the program and then either deposited or destroyed, depending on participation in that day's program.
8. Programs are not adjusted to fit individual requests and may be subject to change due to unforeseen circumstances. For example, the payment fee is all-inclusive and cannot be amended even if you are not able to participate in all portions of the program/lunch.

Please visit our website for detailed information regarding our events:

villageartsassociates.com

