

Women's Connection of the Morris Area

Payments, Reservations & Refunds for Club-wide Events

The purpose of this policy is to ensure accurate headcounts, timely payments to venues, and proper financial accountability **for all club-wide events for which monies are processed through the club.**

This policy only applies to club-wide events coordinated by the Featured Events Committee, and the Holiday and Spring luncheons.

This policy **does not apply to Interest Groups** because those activities are self-funded, meaning the Club does not collect or manage funds for these activities.

PAYMENT METHODS

- Check made payable to "Women's Connection of the Morris Area," Zelle, or cash when specified.
- Payments are due by the payment due date.

RSVP's, PAYMENTS & REFUNDS

For purposes of this policy, "prepaid" refers to member payment timing.

1. Standard Prepaid Events:

- **RSVPs:** A member's positive RSVP indicates her intent to attend and pay, but does not create a financial obligation to the club.
- **Payments:** Payments are due by the payment due date. If payment is made by that date the member's reservation is locked in. If payment is not made by the payment due date the member may not be able to attend the event.
- **Refunds:** A request for a full refund may be made up to the payment due date.

2. Special Case Prepaid Events Requiring Advance Commitment by the Club (e.g. Papermill Playhouse group ticket purchase to secure a discount)

- **RSVPs:** For these special case prepaid events, where the club requests RSVPs in order to confirm that it can secure tickets, deposits, or meet minimum attendance requirements, a member's affirmative RSVP on or before the RSVP date constitutes a **binding commitment to pay the event fee.**
- **Payments:** Payments are due by the payment due date. If payment is not made by that date, the member will still be **responsible for the event fee** whether or not she attends.
- **Refunds:** Event fees are **ONLY** refundable if the club does not secure the booking.

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Limited Capacity Events

- **RSVP's, Payments, and Refunds:** Limited capacity events can fall under either of the two categories listed above and will be handled accordingly.
- Reservations are accepted on a **first-come, first-served basis**.

Event Cancellation by Venue or Vendor

In the event that an event is canceled due to circumstances beyond the Club's control, including but not limited to venue closure, bankruptcy, fire, or other unforeseen disruptions, the Club shall not be obligated to issue refunds beyond the funds reasonably available. Any return of funds, if possible, will be determined by the board based on the club's financial position and the need to protect the organization's continued operation and financial stability.

Substitute Attendees

If a member is unable to attend a prepaid event, she may privately transfer or sell her reservation to another individual.

Any such private transfer is strictly between the member and the recipient and is not administered, endorsed, or managed by the club.

If the recipient is not a club member, that individual is not considered to be participating in a club activity and is outside the scope of responsibility of the club.

The club assumes no responsibility or liability for non-members attending an event through a private transfer.

Member-Invited Guests:

A member may bring a non-member guest provided that the **member submits payment for both**. The Club does not accept payments directly from non-members.

For purposes of this policy, a member's spouse, domestic partner or significant other is not considered a non-member guest.

(A non-member may attend a maximum of two Club-wide activities.)