

## FERNDOWN U3A EVENTS POLICY

### 1. Statement

Ferndown u3a may from time to time organise Events outside the regular programme of Group meetings.

An Event is normally defined as a local function which does not include travel.

### 2. Coordination

The Events Co-ordinator is responsible for evaluating the viability of any proposed Event which is open to the whole membership of Ferndown U3A, and with a mandate to ensure that the costing is as near as possible to an overall break-even result.

### 3. Applications

Applications will be accepted only on the appropriate form with the relevant deposit payment – either by cheque or bank transfer. No member will be included until such deposit and form have been received.

In order to give priority to members, Events will be publicised for a period of two weeks on a first-come-first-served basis. If at the end of that period vacancies exist, these can then be offered to spouses, partners or friends of members, also on a first-come-first-served basis.

### 4. Payment

Payments are non-refundable except in the case of cancellation of the Event. Once payment has been made, no refund will be made except where there is a waiting list, a member of which is prepared to take over the reservation.

### 5. ADOPTION AND REVIEW

<b>u3a</b>	<b>FU3A EVENTS POLICY</b>	
Version	Description of changes	Date
1.0	Original document	18/06/2023
	Review no changes	11/09/2025
