



OPEN AIR PLACES

WORKSHOP POLICIES and GUIDELINES for CREATIVE SUMMIT

For information or questions about OPEN AIR PLACES policies and guidelines, please call (715) 577-6857 during regular business hours (8 am- 5 pm, CST, Monday – Friday).

CANCELLATION POLICY

POLICY OF CANCELLATION BY GUESTS

Upon registration a **\$450 deposit** will be paid by the guest. This deposit holds your space in the workshop. Final payment is due for the workshop 30 days prior to the workshop start date.

Sometimes things happen, and plans need to change. If you need to cancel your attendance at the workshop because of a serious medical illness/crisis, we can give you a refund or switch you into another workshop that's happening later. If you're cancelling for any other reason, you will not receive a refund. This is a firm policy. Please purchase mindfully, and review the options below:

- Transfer your registration to another workshop within 365 days of the initial workshop start date
- Opt to have your deposit refunded less a \$150 cancellation fee provided that the cancellation occurs more than 30 days prior to the workshop start date. If cancellation occurs less than 30 days prior to the workshop, no refunds will be offered

In order to respect the time and effort of both the instructor and the other workshop participants, all registrants are expected to arrive on time, and fully participate in all aspects of the retreat. OPEN AIR PLACES reserves the right to deny adjustments to pricing based on a late arrival, or an early departure.

POLICY OF CANCELLATION BY OPEN AIR PLACES

OPEN AIR PLACES may choose to cancel a workshop if the minimum number of guests is not met 30 days prior to the workshop start date. Should this cancellation occur, guests will be notified in writing and given the option to transfer (outlined above) or to receive a full refund. If you are purchasing airfare as part of your transportation plan, it is recommended that you investigate travel insurance as OPEN AIR PLACES will not provide reimbursement for guest travel expenses.

PERSONAL ITEMS

Care and security of personal property is the responsibility of all guests and instructors. OPEN AIR PLACES is not responsible for damage or loss of any personal property.