

## **Event Cancellation Policy**

The Carleton Place & District Chamber of Commerce makes every effort to hold monthly events that are of an informative and beneficial nature for our members. This provides our members the opportunity to grow their business and network with other local business owners.

Whenever an event is planned, there will be costs associated that must be covered by those attending. Often these costs will be a commitment for food and beverage service or meeting space based on the number of people expected. Once we have made reservations for a certain number, there will be an expense to the Chamber.

When a member makes a reservation for any event there will be a requirement for that member to pay the advertised charge even if he or she doesn't actually make it to the event (no-show).

If a person wishes to cancel a reservation, they must provide notice to the Chamber office at least 24 hours before the event or the full fee will be payable.

If you have any questions in regard to this policy, do not hesitate to contact the Chamber of Commerce office at 613-257-1976.

We look forward to seeing you at our next event.