



Group Event Payment Policies

We are excited your church or group is planning to participate in one of our events! Below is a detailed outline of CBF/GA's Payment Policies for all of our group events.

Registration & Deposit

A group may register online or via a mail-in registration form for any of our events. Each group is required to pay a non-refundable deposit for their group in order to be registered for the event. The deposit amount will vary according to the event. If a group only sends a registration form with no deposit, that group will not be considered registered until the deposit is received by the CBF/GA office. Spots will not be saved or held for any group that has not submitted both the registration form **and** the deposit. **All deposits are non-refundable.**

Final Payment

The remaining balance or final payment for the event is due **when the group arrives at the event**. Final balance amounts will be emailed prior to the event by the CBF/GA Administrator to the group leader indicated on the registration form.

Registration Changes

Changes Prior to Posted Deadline: Changes to the number of participants may be made up until the posted deadline for each corresponding event. If changes to registration numbers are made prior to the posted deadline date the deposits may be transferred to the balance due and the group will only be required to pay the remaining balance for the number of participants on the trip.

For example: A group initially registered for 20 participants to attend an event and paid the deposit. The posted deadline to make changes to registrations is January 8th. On January 5th, the group notifies CBF/GA they will only be bringing 15 participants. The group will only be required to pay the remaining balance for 15 people with the original deposit paid transferred to the remaining balance.

Changes After Posted Deadline: If a group notifies CBF/GA of registration changes after the posted deadline, the group will be required to pay the full registration fee for the total number registered. After the posted deadline, CBF/GA is no longer able to make changes with hotels or conference facilities and adjust numbers. If groups let us know after the posted deadline, CBF/GA is still required to pay for lodging for the original registration number.

For Example: A group initially registers and pays a deposit for 20 people. The posted deadline to make changes to registrations is January 8th. On February 1st, the group notifies CBF/GA they will only be bringing 10 people. The group is required to pay the full \$100 per person fee for all 20 initial registrations.

Cancellation

In order to cancel a registration, a group must notify CBF/GA of cancellation prior to the posted registration changes deadline. The deposit is still non-refundable, however if a group notifies CBF/GA prior to this deadline, they will not be required to pay the remaining balance for the group's registration. If a group notifies CBF/GA of a cancellation after the posted date, the group is required to pay for the entire registration amount for the group.

Please sign and return this form to the CBF/GA office, acknowledging that you have read and understand the policies stated above.

Group Leader's Printed Name

Group Leader's Signature

Date