

GATHER AT THE FARM
The Urban Farm at Stapleton
Payment Policies

Payment – Invoicing - Deposit – Refund

Deposit

A \$50 deposit is required in order to reserve your date.

Invoice and Payments

Upon approval of your event date, you will be sent an invoice via email. Please pay directly from the invoice whenever possible (credit, debit, bank draft). A deposit of \$50 reserves your date; full payment (balance less deposit) is due prior to the commencement of your event. If you need to make payment via other methods, please coordinate with your assigned staff. If making electronic payment a few days prior to your party, please print and bring the payment confirmation with you.

Refunds

Deposits are refundable under most circumstances.

- If you cancel your party 7 days prior to the event date you will be refunded your **full payment**
- If you cancel your party less than 7 days prior, you will be refunded your payment **less the deposit** (\$50)
- If the Farm cancels your party, you will be refunded your full payment, **including the deposit**
 - Cancellations for severe weather
 - Please note, we do not cancel because “it might be muddy” or other reasons considered part of farm life
 - We reserve the right to cancel for other unforeseen circumstances

Reschedule

We will work with you to reschedule if desired.

Contact

Good communications lead to a successful party. Please communicate only with your appointed staff; information received from other staff members/volunteers may not be binding. We will work hard to make this a smooth and joyful event.

Evelyn – Manages approval, scheduling, staffing, billing, payment

Email: evelyn_tuf_garden@yahoo.com or evelyn@theurbanfarm.org

Tour Leader – implements your tour and provides support the day of your event