



**The Scrap Cabana's Cancellation Movement Request Form 2023**  
 Initial Weekend Retreat Cancellation notice must be received via email, [michelle@thescrapcabana.com](mailto:michelle@thescrapcabana.com)  
 2 weeks prior to your scheduled event.

**Crafters Information**

Name					
Address					
City		State		Zip	
Home Phone			Cell Phone		
Email Address*					

\*Required for Movement Confirmation

**Cancellation Retreat Movement Information**

Original Weekend Retreat Date	Month:	Year:	
**Selected Movement Weekend Retreat Date	Month:	Year:	\$ 15.00
Selected Retreat Price Difference - If Applicable (2022 to 2023 Increase   No Frills to Regular or Themed   Black Friday Special Discount Difference)			\$
TOTAL AMOUNT INCLUDED \$15.00 Management Fee + Retreat Price Difference			\$

\*\*Select a Weekend Scrapbook Retreat within a year of the original event date of equal or lessor value with an additional retreat management fee of \$15.00. No Frills to a Regular or Themed Event will require price increase difference payment. Black Friday Special Discounted Retreat Movements will also require the price increase difference to move to another event. Themed Weekend Retreat cancellations will not receive any refunds of any monies or cabana credits to the movement of our regular, no frills, or special retreat cost however, you are able to move to another themed event within a year of original purchase. Only ONE Weekend move is permissible. You may also fill your spot with another guest, without additional charge but you must arrange between yourself and that person for the exchange of the money and inform The Scrap Cabana of your replacements name and email address. By forwarding movement fee and signing below, I understand & agree to The Scrap Cabana's Cancellation Policy. Updated 1-2023

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail Payment & Cancellation/Movement Form to:**

Payable to: The Scrap Cabana | 405 Blaine St. | Yorkville, IL 60560  
 The Scrap Cabana | [www.thescrapcabanastudio.com](http://www.thescrapcabanastudio.com) | Facebook: The Scrap Cabana

Please complete & mail in form ASAP to confirm your movement date. We appreciate your understanding with our cancellation policy. Fees not received prior to an event filling will not be honored and you would need to select another date based on your movement agreement so please forward payment as soon as possible to confirm your date selection. Once the Movement Fee has been received, we will forward confirmation based on availability.  
 Thank you for your understanding!

## The Scrap Cabana Weekend Scrapbook Retreat Cancellation Policy:

All paid & registered participant cancellations to our events are **NON-REFUNDABLE**; we do not offer a refund of any monies under any circumstances. Based on your date of cancellation, you may have movement options.

Cancellations **MUST** be received in writing either by e-mail or mailed. Due to the large number of events, we conduct yearly, we do not accept phone calls, text or FB messages as cancellations. The date we receive the written cancellation is the actual cancellation date. **Once you have notified us of your written cancellation, based on the date of the cancellation, if applicable, download The Scrap Cabana Retreat Movement Request Form on our website and mail in with replacement date selection and management fee.**

**Cancellations Prior to Event BEFORE Two-Week Deadline:** Cancellations received two weeks prior to the beginning date of the Weekend Scrapbook Event will be offer the option of movement to another Weekend Scrapbook Retreat within a year of cancellation of equal or lessor value with an additional retreat **management fee of \$15.00**. Themed retreat cancellations will not receive any refunds to the movement of our regular, no frills, or special retreat cost. Only **ONE** Weekend move is permissible. Once you have confirmed your replacement date retreat, if you are unable to attend your replacement cancellation date Weekend Scrapbook Retreat, you will not receive a refund of any monies nor any additional movements. Our retreats fill quickly so please select your replacement date as soon as possible as we will not extend the expiration if your selected date is full. If you do not choose an open date prior to the expiration of your year extension, we do not extend your cancellation period.

**Cancellations Two Weeks Prior to Event:** Cancellations less than or equal to 2 weeks prior to the beginning of the event will not receive a refund of any monies nor can they move to another Weekend Scrapbook Retreat. **NO EXCEPTIONS.** Unfortunately, due to various reasons for cancellations, we cannot define which cancellation clarification is more prevalent than another's; therefore, we need to be consistent with our policy and any cancellation less than or equal to 2 weeks prior to the beginning of the event is non-movable, non-refundable. If you can fill your spot with another guest, you may arrange between yourself and that person for the exchange of monies. In the event of transfer of your weekend event, we would need to be notified by email, the name, email address and contact information of the replacement individual prior to the start date of your scheduled event.

We reserve the right to cancel a Weekend Scrapbook Retreat if there is not a minimum of 10 people. If that happens, we will offer you an alternate date within a year of the original retreat date or refund your money.

**2023 Cancellation Policy Regarding COVID-19:** After the declaration of COVID-19 as a global pandemic by the World Health Organization in March 2020, in 2023 any Covid cancellations must adhere to our standard cancellation policy. After March 2020, COVID-19 and its consequences are no longer unforeseen or unexpected. By registering for our events, post COVID-19, the risk of contracting the virus is likely possible. When we accept registrations for our weekends, fill our events and/or close our registration to additional participants, we rely on your attendance to fulfill our monthly rental expenses. While we understand these are unprecedented times, as a struggling business we have had to continually adjust our business strategies and after 3 years, Covid-19 no longer applies as an exception to our standard cancellation policy. While we are sympathetic to all cancellations due to various reasons, we must be consistent in our policy for it to be deemed valid.

## The Scrap Cabana Weekend Scrapbook Retreat Disclaimers

I understand that the scrapbook products, including the die cutting machine(s), punches and other equipment at the event, chairs, electrical towers, OttLite, ScrapMaBob & general equipment may cause injury if not used correctly and carefully. I agree and hold harmless, The Scrap Cabana, LLC, Michelle Salisbury, for any injuries sustained as a result from the use of the equipment, which has been provided for my use during the event. The Scrap Cabana, LLC, will be held harmless against any loss, expenses, damages and liabilities in the event of injury or accident that may occur or has occurred at The Scrap Cabana Scrapbook Weekend Retreats. The Scrap Cabana, LLC will not be held responsible for any loss of products due to damages, lost or stolen items that may occur during the event. By attending our retreats, you consent to the use of photos in which you may appear. **SECURITY NOTICE REGARDING THE USE OF CAMERA/VIDEO SURVEILLANCE** at The Scrap Cabana Studio. For the safety of our scrappers, customers, volunteers & staff members, The Scrap Cabana Studio employs video surveillance equipment for security purposes. This equipment may or may not be recorded and/or monitored at any time. The Scrap Cabana Studio's surveillance cameras/video is located only in public areas where there is no "reasonable expectation of privacy." Public areas include building entrances, common area & reception/register. Surveillance cameras are not located in "private" areas such as restrooms or private massage room. We also reserve the right to cancel or move a Weekend Scrapbook Retreat to another location or date and if you choose to make hotel reservations other than under our "hotel block" we are not responsible for the cost and or/ refund for the cost of your hotel reservations. By registering, purchasing and attending this weekend retreat, I agree to this disclaimer and cancellation policy.

The Scrap Cabana, LLC | 96 East Schoolhouse Rd (IL RT. 126), Yorkville, IL 60560 [www.thescrapcabanastudio.com](http://www.thescrapcabanastudio.com)

**UPDATED Cancellation Policy & Retreat Disclaimer, 2-2023**