## **EVENT & WORKSHOP POLICIES**

As of November 1, 2015, we have updated our policies regarding registering and attending Sacred Journeys Wellness Center events and workshops.

## **Registration Responsibilities:**

To ensure our presenter(s) a specific number of participants\*, we request the following:

- Register at least <u>7 DAYS</u> prior to the event date, either through the FACEBOOK EVENT PAGE, calling 937-313-2420, or emailing SacredJourneysWellnessCenter@gmail.com.
- 2. <u>Complete and send registration form</u>, *if applicable*, by requested date to:
  - a. Sacred Journeys Wellness Center, 670 S Wolf Creek Pike, Brookville, OH 45309
- 3. Call to place a credit card number on file to secure your participation.
  - a. Credit card numbers will only be ran in case of <u>no shows</u> or cancellations made 6 days prior to the event at **50% of the event cost**.
- 4. Arrive at least 15 minutes prior to the event to check in and make event payment.
  - a. We will accept cash, check, credit card, or PayPal as forms of payment.
  - b. If you are paying with credit card, there is an additional processing fee of 4%.
  - c. Receipts are available upon request.

\*Please note, the presenter, whether in house or not, has the right to cancel an event if they have not met their set number of participants.

## Alcohol and Non-Ceremonial Tobacco Products, Including E-Cigarettes

As a wellness center focused on the health of the mind, body, and spirit, alcohol and non-ceremonial tobacco products, including e-cigarettes, are not permitted at the Sacred Journey Wellness Center and sacred grounds.

## Photo, Video, and Recording Devices

All forms of photography, video, and audio recordings are prohibited without prior consent.

Sacred Journeys has the right to change or update this policy at any time.

\*Revised 11/01/15