

## Beccles u3a - Policy on Trips and Outings

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- 1 Each event should be planned in sufficient detail so that (a) the overall capacity (e.g. of the venue or the seating capacity of the coach), (b) the break-even point (the number of bookings needed to make the trip viable) and (c) the cost per member are known in advance.
- 2 A deposit of, say, £10.00 should be taken by cheque at the time of booking. This will allow monies to be returned if the event does not go ahead, without the need to post refund cheques to members.
- 3 It is intended that this policy will become mandatory at some time in the future.
- 4 The overall aim is that events should break even financially. Events likely to make a significant loss should not go ahead. In certain circumstances events which prove more popular than expected may result in a surplus.
- 5 Whilst the committee may be willing to bear the risk of small losses from time to time, any surplus will be retained in order to support future events.

The above Policy was adopted by Beccles u3a on: 7 September 2022