## Kewaunee Area Chamber of Commerce

# Refund Policy

#### **Purpose**

Kewaunee Area Chamber of Commerce's mission is, "To provide the leadership necessary to promote Kewaunee's tourism, business and industrial development, while preserving its maritime heritage." To this extent, the Chamber hosts events throughout the year that require registrations, fees, and payments. Those fees paid in advance are required due to commitments to our vendors for these events. In order to avoid conflicts, this policy shall govern requests for refunds.

#### **Visitor/Guest Events**

Those events that require an admission fee or registration fee, the Kewaunee Chamber will issue a refund when registration is cancelled at least 48 hours prior to the event. After that time, no refund will be given. However, in case of unusual or unavoidable circumstances, the Chamber Board may provide credit toward future events, with each request being determined on a case-by-case basis

### **Membership Dues**

Payment for membership fee is due at the time of application or at the beginning of the renewal year. Membership fee refund requests are handled on a case-by-case basis by the Board of Directors. Refund requests should be submitted via the following:

Kewaunee Area Chamber of Commerce Attn: Chamber President 308 N Main Street Kewaunee, WI 54216

## Sponsorships, Publication Purchases & Other Services

The Chamber does not offer refunds on any sponsorships or publication purchases.

Please note that the stated refund policies may be changed at the sole discretion of the Kewaunee Area Chamber of Commerce and without any prior notice or liability to you or any other person. When updates are made, a new version of this policy will be posted so please check periodically for updates. If you have any questions please email <a href="mailto:admin@kewaunee.org">admin@kewaunee.org</a>.