



## Terms and Conditions Policy Form

Santa Fe, New Mexico Sketching Workshop with Marilee Nielsen

### Workshop Details

- **Dates:** Summer: June 4 – June 9      **Fall:** September 24- September 28
- **Sunday kickoff meeting:** 7:00pm in Meem Meeting Room at the Drury Plaza Hotel
- Monday, Tuesday and Wednesday, 9:00am - 4:30pm
- Thursday, 9:00am -1:00pm. Official end of Workshop.
- **Optional at no additional cost:** Thursday afternoon Museum Visit and Friday Capitol Art Collection Tour and Sketching afternoon

A signed copy of this Form and the Optional Emergency Medical Form must be mailed to Marilee Nielsen at 1131 St Vincent Pl, Santa Ana, CA 92705 or be submitted via email to [marilee.nielsen@yahoo.com](mailto:marilee.nielsen@yahoo.com).

### Payment Options

- If paying online, students can use a credit card for this purchase and pay using the register option on the website.
- If paying by check, checks should be made to Marilee Nielsen and mailed to 1131 St Vincent Pl, Santa Ana, CA 92705.
- Payments can be made using Zelle. The Zelle account name is: **Eric Nielsen** and the phone number is 714-624-7531. In the Zelle notes, please write your name and 'Santa Fe Workshop.'
- You will receive a receipt for your payment which will include a supplies list within 24 hours of registering

**Workshop Fees** (includes 4 days lunch, M-Th, transportation to remote sketching sites, spacious classroom rental, live sketching instruction, and classroom demos with visual access via ZOOM\*)

Staying at the Drury Plaza Hotel: **\$625**

Attending as a daily attendee (not staying at Drury): **\$950**

### Covid Policy

We encourage students to be fully vaccinated and boosted. For the safety of other students, our instructor, and aides, we encourage social distancing in combination with other appropriate and desired precautions – masks, handwashing, social distancing, etc. that are appropriate locally or due to the possibility of elevated infection rates. Should someone become ill, following local regulations regarding social distancing, and self-isolation is expected.

## Cancellation Policy

This policy applies to all attendees, regardless of the reason for canceling. Cancellation fees, noted in the Refund Policy below reflect the incurred costs of registration, instructor contracts, material acquisitions, and other services that are incurred by the instructor in preparing for and facilitating the workshop. We recommend planning in advance and knowing deadlines as well as considering Trip Cancellation insurance if it is appropriate for your circumstance.

## Refund Policy

- Cancellation more than 90 days prior to the workshop start date, refund less \$150 cancellation fee.
- Cancellation between 60 and 90 prior to the workshop start date, refund less \$300 cancellation fee.
- Cancellation less than 60 days prior to the workshop start date, no refunds-

## Lodging

A group reservation has been set up at the Drury Plaza Hotel in downtown Santa Fe, New Mexico. It is important to reserve your room by using the workshop's reservation number when calling in to book your rooms or doing so online. By using the booking number or group name, the group secures use of the workshop meeting room.

- **June Workshop: Nielsen Sketching Workshop #10048238**
- **September Workshop: Nielsen Sketching Workshop #10057927**

## Guests staying in the hotel receive:

- Access to upgraded rooms at a rate of **\$269** per night (before taxes and fees)
- Complimentary Hot Breakfast - Start every day with hot pancakes, scrambled eggs, sausage, fresh fruit, oatmeal, biscuits and gravy, coffee and more. Complimentary hot breakfast is served daily from 6:00 a.m. – 9:30 a.m. on weekdays and 7:00 a.m. – 10:00 a.m. on weekends.
- Complimentary Evening Drinks and Snacks from 5:30 p.m. – 7:00 p.m. every evening to enjoy complimentary hot food and cold beverages at our 5:30 Kickback. The Hotel features a rotating menu of hot food, beer, wine, mixed drinks and soft drinks. This food can suit
- Complimentary Wi-Fi
- Mini refrigerator, coffee maker and blow dryers in all rooms
- If needed, overnight valet parking is available at a charge of \$15.00 plus tax per parking spot per day, normally \$28.00.

Your reservations must be made prior to April 15, 2023(June Workshop) or August 23, 2023(September Workshop) but we recommend making the reservation ASAP to insure the room preferences you might desire.

- Individual reservations can be made by reserving
  - Online: go to [www.druryhotels.com](http://www.druryhotels.com), then enter **Group number**
  - By phone: call 1-800-325-0720 and refer to the **Group number**
  - If you are staying before or after the workshop dates, you will receive the reduced room rate. You cannot do this online. You must call the group coordinator, Isaac Pacheco at (505) 428-4714 to request booking for your extra nights.

- **CUTOFF DATE** - Reservations by Group attendees **must be received on or before 4/15/2023 (June Workshop) 8/23/2023 (September Workshop)**

Hotel policies must be abided by and are noted at the end of this document and will apply to guests staying at the hotel and attending daily.

### **Workshop Cancelled by Instructor**

If needed due to insufficient class registrations, the workshop can be cancelled up to 30 days from the workshop start date. If the workshop is cancelled by the instructor, participants will receive a full refund of the workshop fee. In the event of cancellation, participants will need to address cancellation of their lodging, travel and other costs in a timely manner. Instructor will not be responsible for these costs.

### **Partial Attendance**

In signing up for the workshop, it is anticipated that full attendance is intended but we also realize that life happens. Late arrivals or early departures are disruptive. Avoiding them is appreciated but in the event they are necessary, advising the instructor in advance is appreciated as is a quiet arrival or departure if the workshop is in session. No adjustments in the workshop fee will be given for partial attendance.

### **Location Dynamics**

Santa Fe is located at an elevation of approximately 7200 feet. Breathing, dry air, and temperature changes can be challenging or medically debilitating, including the effect of altitude when walking and doing even light exercise. Participants, especially those with respiratory, cardiac, or other challenges should understand their own limitations and seek medical guidance in advance if needed.

### **Accessibility**

Hotels and other accommodations likely comply with ADA standards but should also be individually researched to ensure that any needs you may have can be addressed. City streets, walks, street crossings, and other public and private accessways will be used during the workshop. Consideration of these conditions should be made regarding personal accessibility needs.

### **Medical Information**

Our intention is to keep everyone safe and well taken care of during the workshop. Since many of you are attending alone, medical background for each participant will be requested. It is optional, but if you provide it, the information will only be provided to medical and/or emergency personnel. At the conclusion of the workshop, unopened medical information envelopes will be returned to the student or destroyed if requested.

### **Personal Property**

We are not responsible for the security of any personal property.

### **Waiver and Release**

In registering for this workshop, the participant understands their own financial responsibilities. In addition, they understand the inherent risks of traveling, visiting new places, using public and private facilities, weather, altitude, the public, etc. In so knowing this, participant agrees to hold instructor and aides, and related parties harmless from any liability, injury, or any other repercussion that might arise during workshop attendance whether occurring as a result of the result of the workshop, related or unrelated parties, or anything else.

Please sign and send this form with the Optional Emergency Medical Form to:

Marilee Nielsen, 1131 St Vincent Pl, Santa Ana, CA 92705

Or submit via email to [marilee.nielsen@yahoo.com](mailto:marilee.nielsen@yahoo.com)

I agree to these Terms, Conditions, Policies

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Signature

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Printed Name

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Date:

**Hotel Policies:**

- There is a maximum number of four (4) occupants per Hotel room and a maximum of six (6) occupants per Hotel suite (not including additional persons that may be accommodated by a rollaway bed, for which special charges will apply)
  - Pursuant to federal and local fire codes, only registered guests are permitted to stay at this Hotel
  - Hotel amenities such as the use of the swimming pool/whirlpool spa area, fitness center, and business center, as well as complimentary breakfast and complimentary 5:30 Kickback® are for registered guests only. Proof of guest registration (including valid ID) may be required
  - Hotel's lobby may not be used for Group meetings
  - Hotel room doors will not be propped open and must remain shut at all times
  - The Hotel may institute a "quiet time" curfew at 10:00 p.m. for Group at Hotel's discretion
  - If the Hotel is unable to fulfill its satisfaction guaranteed policy and is required to discount guest room charges of Hotel guests, who are not members of the Group, due to the behavior and/or conduct of members of the Group, the amount(s) discounted will be the responsibility of Group at Hotel's discretion
  - Hallways are to remain clear and quiet at all times, and the Group will be contacted if complaints of excessive noise and/or misconduct are brought against any member of the Group – if the aforementioned noise and/or misconduct continues after notification to the Group, Group may be asked to leave the Hotel and will be responsible for the full amount due under the Contract.
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- VISUAL ACCESS VIA ZOOM: Some students have found it easier to watch classroom demonstrations on their own personal screen through a ZOOM link. While in the classroom, I will teach using a document camera so students access the live feed via a ZOOM connection. If this is your preference, I will provide a ZOOM link for each classroom session but will not provide laptops, iPads or other devices to watch the demonstration. These devices must be provided by the student.