



Terms and Conditions Policy Form

Santa Fe, New Mexico Sketching Workshop with Marilee Nielsen

Workshop Details

- **Dates: June 2 – June 6, 2024**
- **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: Friday morning events**

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: **Marilee Nielsen** and the phone number is 714-454-1271. In the Zelle notes, please write your name and 'Santa Fe Workshop.'
- A signed copy of this Form and the **Optional** Emergency Medical Form are to be sent to Marilee Nielsen at the above address: **1131 St Vincent Pl, Santa Ana, CA 92705**
- You will receive a receipt for your payment which will include instructions for how to book with the hotel, the Optional Medical Form, and 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: **\$650**

Attending as a daily attendee (not staying at Drury): **\$850**

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 advanced planning, 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. This hotel is our home base where we meet in the mornings and where our classroom is located. There must be at least 12 students staying at

the Drury Plaza Hotel for the workshop to occur since conference room rental is connected to hotel reservations. When we have received your workshop fee or deposit, you will receive information about how to make your room reservation.

Guests staying in the hotel receive:

- Access to upgraded rooms (one king or two queens) at a rate of **\$259** 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 Light Meal 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.
- Complimentary Wi-Fi
- Mini refrigerator, coffee maker and blow dryers in all rooms
- If needed, overnight valet parking is available at a charge of \$18.00 plus tax per parking spot per day, normally \$28.00.
- Pre or post stay of the workshop is available at the discounted workshop rate if the rooms are available. It would be best to make your reservation early if this is your plan.

Your reservations must be made prior to April 15, 2023 but we recommend making the reservation ASAP to insure the room preferences you might desire, and to lock in the discounted rates if staying before or after the workshop dates.

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.

Health and High Elevation Issues!!!!

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. Oxygen canisters are available at local drugstores.

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.

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 can 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.

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 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.**

I agree to these Terms, Conditions, Policies

Signature

Printed Name

Date: