

### **Fr. Kirby's Reservation Policy**

-A deposit of 50% of the honorarium is required to hold the reservation for the speaking event,  
**payable to Fr. Kirby.**

\*The remainder of the honorarium is to be paid on the day of the event.

-Upon receipt of deposit, Fr. Kirby will make travel arrangements.

\*Reimbursement for travel arrangements (airline tickets, car rental, etc.) must be received prior to the event, **payable to Fr. Kirby.**

### **Fr. Kirby's Cancellation Policy**

Fr. Kirby understands that at times plans change, making cancellation necessary. These are the cancellation policy standards:

-When an event is cancelled 60 days prior, there will be a full refund of the deposit.

-When an event is cancelled 30 days prior, there will be a half refund of the deposit.

-When an event is cancelled within two weeks prior, there will be no refund of the deposit.

\*Any flight ticket purchases will not be refunded at any time (due to current airline cancellation policies).

\*Any other pre-paid travel arrangements will be handled on case by case basis depending on hotel and car rental refund policies.