

# CALONTIR REQUEST FOR AUTHORIZATION TO USE EPAY AT EVENTS

## Contact Info

## Event Fees

Name of Group		Adult Site Fee:		
Date of Event		Member Site Fee:		
Name of Event		Youth\Teen Site Fee:		
Local Exchequer Name		Child Site Fee:	Age Range	Price
Contact phone number		Feast Fee:	# Of	Price
Contact email		Additional Fees:		
Mailing address of where to send check		Description and #		Price
		Description and #		Price
Our group wants: (yes or no)		Description and #		Price
Pre-Registration? Y/N				
Credit card at gate? Y/N Borrow a reader? <small>Chip/Swipe/No</small>		Family Cap Y/N	details	

List of people that need to be set up to swipe credit cards.

Must be a paid member, must be at least 18 years per PayPal agreement and willing to use their phone and the PayPal **Here** app. (more then 3 add them to the email)

NAME SCA & Modern	MEMBERSHIP NUMBER	EXPIRATION DATE	MODEL OF PHONE	PHONE NUMBER & EMAIL

What is your groups financial policy regarding refunds:

Financial committee of the local group needs to verify that the local group is supportive of using PayPal options listed above and that the revenue received will be minus the transactions fee.

Date of approval of financial committee: \_\_\_\_\_

Seneschal: \_\_\_\_\_

SCA Name: \_\_\_\_\_

Exchequer: \_\_\_\_\_

SCA Name: \_\_\_\_\_

**Please send a copy of the flyer with the pricing structure with this form to: [epay@calontir.org](mailto:epay@calontir.org)**

If you have any questions please contact the Kingdom PayPal Deputy Exchequer at either the above email address or call:

Ms. Róise ní Ullacháin  
Dia Hilton

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402-630-4943 (no calls after 10 pm)

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Any contents in Purple is an overwrite field select it and type your answer in its place.

## Fees:

Pre-Registration: 2.2% of the transaction amount plus \$.30 per invoice

At the door credit cards: 2.7% of the transaction amount

Items that are limited should list no more than 75-80% for preregistration such as feast, cabins or merchant spaces so as to account for mailed in or local reservations unless you state that all reservations must go thru EPay.

**Card readers:** for 'At The Door' charges; 2 kinds, a swipe reader plugs into the earplug jack on the phone. A chip reader does chip and swipe and connects to the phone via Bluetooth (needs charged before use). Either of these can be borrowed from kingdom or your group can purchase their own from here:

<https://smile.amazon.com/PayPal-PCSUSDCRT-Swipe-Reader-Black/dp/B079NZ7WPK>

I think it can also be purchased at office depot. Just make sure it has the PayPal logo on it.

***A separate sign-in sheet shall be maintained if accepting credit card/PayPal payments at the door.***

After the event, the Exchequer/Gate Leader will ***send a copy of these sheets to the PayPal Deputy Exchequer*** to reconcile the entries. Once reconciled, the PayPal Deputy Exchequer will request from the Kingdom Seneschal and Kingdom Exchequer to transfer the funds from PayPal to Kingdom PayPal bank account and onto the local group

**Terms and Conditions:** (Listed on the bottom of the invoice)

**Invoices:** Must be paid by the due date or your reservation will be cancelled. *(unchangeable)*

**Questions:** If you have questions or need to change anything once you have placed your reservation please contact the Calontir PayPal Deputy at [epay@calontir.org](mailto:epay@calontir.org) *(unchangeable)*

**Refunds:** **Your groups refund policy.**

**Possible examples for your financial policy regarding refunds:**

### Simple

Event refunds requests must be in xx days before event starts and refunds of minus xx fees will be issued xx days after event by local Exchequer

### Expanded

**Refunds:** The Event Steward must receive requests for pre-registration refunds in writing, postmarked or e-mailed no later than **XX** days prior to the event. Refund requests should include the same information that was submitted in your registration (you should have received an email when you registered).

Refunds will only be paid via check from the hosting group after the event is over and the account has processed. A processing fee of \$5 or the PayPal processing fee, whichever is greater, will be charged to all refunds for PayPal reservations.