



ELECTRONIC SIGNATURE INSTRUCTIONS

How to create an Electronic Signature.

- Windows: Open the PDF in Adobe Reader and click the “T” text button (circled in red below) to fill in your initials, print your name and date. Use the “Pen” button (circled in green below) to sign your name.
- Mac: Open the PDF in Preview, click the Toolbox button, then click Sign.
- iPhone and iPad: Open the PDF attachment in Mail, then click “Markup and Reply” to sign.
- Using “SAVE AS” add your name to the document file name:
 - Santa Fe Artist Getaway Student Policies & Waiver - GENERAL 2023 – **Mary Jones**
- Return via email to BToddArts@gmail.com

OR YOU MAY PRINT this form, sign the paper copy, and return via mail to:

Beverly Todd, Santa Fe Artist Getaway, 83 Apache Ridge Road, Santa Fe NM 87505

• Cancellation made 31 days before the first day of class receive a full refund, less a \$100 processing fee.

• Any cancellations made 30 days or less in advance of the first day will receive no refund, unless there is a wait list, and another student takes that place; then the student shall receive a full refund less a \$100 handling fee.

• No refund, credits or transfers will be applied on or after the workshop start date.

• No refund, credit or make-up will be offered for missed days.

• A \$100 fee will be charged on all returned checks

• These terms shall not be reduced or waived in the event of circumstances beyond our control such as illness, flight cancellations, war, terrorist attacks, injury or death, natural disaster or force of nature.

MJ I understand and fully agree to the terms this Payment & Refund Policy.

Workshop Attending: Beginning Acrylics

Printed Name: Mary Jones

Signed Name: Mary Jones Date: July 1, 2023

This agreement must be signed and received, 30 days prior to the first day of the workshop.

EXAMPLE



Student Payment and Refund Policy - 2025

- Enrollment is only guaranteed with registration and full payment.
- A minimum of 9 students is required per workshop. If the minimum is not met 30 days before the start date, the workshop may be cancelled. Students will be notified via email. A full refund will be issued. It is recommended that student not make non-refundable travel or lodging arrangement prior to 30 days.
- If Santa Fe Artists Getaway cancels the workshop for any reason, students shall receive a full refund.
- Student cancellations must be submitted in writing to **btoddarts@gmail.com**.
- Cancellation made 31 days before the first day of class receive a full refund, less a \$200 processing fee.
- Any cancellations made 30 days or less in advance of the first day will receive no refund, unless there is a wait list, and another student takes that place; then the student shall receive a full refund less a \$200 handling fee.
- No refund, credits or transfers will be applied on or after the workshop start date.
- No refund, credit or make-up will be offered for missed days.
- A \$200 fee will be charged on all returned checks
- These terms shall not be reduced or waived in the event of circumstances beyond our control such as illness, flight cancellations, war, terrorist attacks, injury or death, natural disaster, or force of nature.

___ I understand and fully agree to the terms of Santa Fe Artist Getaway Payment & Refund Policy.

Workshop Attending: _____

Printed Name: _____

Signed Name: _____ **Date:** _____

This agreement must be signed and received by Santa Fe Artist Getaway/B.Todd.Arts, LLC, 30 days prior to the first day of the workshop.



**Waiver of Liability, Medical Release, Photography/Videotape Release
And Indemnification Agreement**

I understand and agree that:

1. I hereby **waive, release and discharge** any and all claims and damages for personal injury, death, or property damage which I may sustain, or which may occur as a result of my own participation in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, classes, and other activities;
2. This release is intended to discharge in advance **Santa Fe Artist Getaway/ B.Todd.Arts, LLC**, its owners, officers, employees, contracted teaching artists, and agents from and against any and all liability, except for their sole negligence or intentional acts, connected in any way with my participation in in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, activities;
3. Such classes and activities may be of a hazardous, strenuous, and/or physical nature, and participation in said activities may result in injury, death, or property damage;
4. Knowing the risk involved, nevertheless, I voluntarily request permission for myself to participate in said activities;
5. I hereby assume any and all risks of injury, death or property damage and to release and hold harmless in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, its owners, officers, employees, contracted teaching artists & agents, except for their sole negligence or intentional acts;
6. This waiver, release and assumption of risk is binding on me and my heirs and assigns;
7. I will indemnify and hold **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, harmless from any loss, liability, damage, cost, or expense, including litigation, which it may incur as a result of any injury and/or property damage which I may sustain while participating in said activities;
8. I will compensate any loss, damage, or cost to **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, that may incur if any litigation arises due to any claim made by myself, said minors, or by anyone on said minor's behalf;
9. I expressly allow, and hereby waive any objection to **Santa Fe Artist Getaway/ B.Todd.Arts, LLC** photographing and/or videotaping of me while participating in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, programs;
10. I understand and agree that all photographs and videotapes will remain the property of in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, and that the in **Santa Fe Artist Getaway/B.Todd.Arts, LLC** may use such photographs or videotapes for archival and promotional purposes, including their use in **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, and the contracted teaching artist's catalogs, brochures, other printed materials, and online web pages;
11. Intellectual Property – Posting: Workshop content, including lessons, exercises, and resources, is the intellectual property of the teaching artist. Sharing exclusive content or



Santa Fe Artist Getaway

materials without the express permission of the workshop leader is strictly prohibited. When sharing any workshop content publicly, please give proper credit to the teaching artist and Santa Fe Artist Getaway. Please ask your workshop leader before posting.

12. Intellectual Property - Photography & videography by students, including full-length videos of demos, exercises and other curriculum content are allowed solely for the use of enrolled students. These propriety items shall not be posted or shared with others including on social media. Our intent through this is to keep all proprietary content fresh and new for future workshop students. Please ask your workshop leader before recording.
13. If the below-named participant chooses to consume or bring alcoholic beverages onto **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, property, the participant assumes all responsibility and liability for any damages, injuries, claims, or losses of any kinds arising while under the influence of alcohol;
14. Illegal drugs of any kind are prohibited on **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, property, and I agree to not possess them on property or in my vehicle on property;
15. Legal or illegal firearms are prohibited on **Santa Fe Artist Getaway/B.Todd.Arts, LLC**, property, and I agree to not possess them on property or in my vehicle on property.

____ I have carefully read this **Waiver of Liability, Medical Release, Photography/Videotape Release and Indemnification Agreement** and fully understand its contents. I am aware that this is a release of liability and a contract between myself and **Santa Fe Artist Getaway/ Santa Fe Artist Getaway**

____ I also understand the **Payment and Refund Policy** and the potential consequences thereof, set forth by **Waiver of Liability, Medical Release, Photography/Videotape Release and Indemnification Agreement** and agree to such terms.

Printed Name: _____

Signed Name: _____

Date: _____

This agreement must be signed and received by Santa Fe Artist Getaway/B.Todd.Arts, LLC, 30 days prior to the first day of the workshop.



COVID-19 Waiver - 2025

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing and wearing a mask if not fully vaccinated.

I further acknowledge that Santa Fe Artist Getaway/B.Todd.Arts LLC has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Santa Fe Artist Getaway/B.Todd.Arts LLC cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others.

I voluntarily seek services provided by Santa Fe Artist Getaway/B.Todd.Arts LLC and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending.

I hereby release and agree to hold Santa Fe Artist Getaway/B.Todd.Arts LLC, harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act, or that may otherwise arise in any way in connection with any services received from Santa Fe Artist Getaway/B.Todd.Arts LLC.

I understand that this release discharges Santa Fe Artist Getaway/B.Todd.Arts LLC from any liability or claim that I, my heirs, or any personal representatives may have with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Santa Fe Artist Getaway/B.Todd.Arts LLC. This liability waiver and release extends to all employees, contracted teaching artists, and students of Santa Fe Artist Getaway/B.Todd.Arts LLC.

**For your health and the health of all participants, Santa Fe Artist Getaway
HIGHLY RECOMMENDS participants to be current with boosters.**

☐ I am fully vaccinated with boosters for COVID

☐ I will be fully vaccinated with boosters for COVID prior to the workshop

☐ I am not/will not be vaccinated with current boosters for COVID for the workshop

Printed Name: _____

Signed Name: _____ Date: _____

This agreement must be signed and received by Santa Fe Artist Getaway/B.Todd.Arts, LLC, 30 days prior to the start of the workshop. NOTE: Santa Fe Artist Getaway follows all CDC and State of New Mexico health/safety guidelines regarding COVID and will require workshop participants to do the same. If you have any questions, please go online and review guidelines, as guidelines may change between now and the time of the workshop.