



Workshop Terms and Conditions

Fees & Payment

FEES

Prices are listed per session and include all fees and use of equipment.

All equipment necessary to deliver the workshop will be provided, however delegates may bring their own equipment at their own risk.

Prices are correct at time of going to press but may be subject to increase. Full payment must be received before the date of the workshop or on the day of the workshop if agreed by prior arrangement.

METHODS OF PAYMENT

Fees can be paid by credit card by post, telephone or online. Payment by cheque is also accepted; please make all cheques payable to Jill Tisbury.

Please contact Jill Tisbury if you wish to pay by bank transfer

Reservations & deposit

Upon receipt of a workshop deposit or full payment a formal booking acknowledgement email / letter will be issued. Bookings are **not** confirmed until a booking acknowledgement has been issued by us.

Please note that deposits are non-refundable. However, it is possible to transfer from one date to another should a space be available.

Cancellations

CANCELLATIONS BY YOU

If you have to cancel your session we will endeavour to fill the space through advertising and promoting the space. However, as we still incur costs we are unable to absorb cancellations 21 calendar days before the scheduled event and will apply the following fees.

All cancellations must be notified in writing and will incur the following charges:

less than 14 days notice	50% of the full fee
less than 72 hours notice	100% of the full fee

CANCELLATIONS BY US

We reserve the right to amend or cancel bookings. If we cancel a booking we shall endeavour to give you at least 1 week's notice and you will have the option to re-book for another date or of having a full refund of the fees which we will return to you as soon as possible.

We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of bookings or time tabling constraints as set out above beyond the cost of the fee.