



# The Art Trading Company

## ART WORKSHOP BOOKING FORM

Booking Form and payment to be sent to:

The Art Trading Company, 55 Earsham Street, Bungay, Suffolk NR35 1AQ

**COURSE TITLE:**.....

**DATES:**..... **FEE: £**.....

Please reserve..... place(s)

**NAME:**.....

**ADDRESS:**.....

..... **POSTCODE:**.....

**TEL:**..... **EMAIL:**.....

I enclose a cheque for £..... (cheques must be made payable to tutor)

Regrettably we do not accept card payments for workshops.

**I agree to the booking terms and conditions outlined below and over and I understand that my details provided above will not be given out to any third party, except the respective tutor for their use, and to send me details of future courses and workshops. I understand I can unsubscribe at any time.**

**Signed:**..... **Date:**.....

### BOOKING TERMS AND CONDITIONS:

The Art Trading Company is responsible only for the administration of the course bookings and the co-ordination and collection of fees on behalf of the tutor.

### PAYMENT:

A non-refundable deposit of £20.00 per person per course should accompany the booking form. Final payment must be made no later than 6 weeks prior to the course commencement. Any bookings made 6 weeks or less prior to the commencement of the course will need to be paid in full at time of booking. We do not send a reminder or an invoice so please make a note of the balance due date in your diary. Non-payment of the balance or any part of the fee by the due date will be treated as a cancellation and the place may be reallocated without further notice.

### CANCELLATIONS & NON ATTENDANCE:

Cancellations must be made in writing to the tutor c/o The Art Trading Company at the above address. Deposits are non refundable and non transferable. In such cases the balance only be refunded provided this has been received. It is regretted that no refund can be made in respect of bookings cancelled less than 4 weeks prior to the start of the course. In the event you are unable to attend part of the course it is regretted that there will be no pro-rata reimbursement of monies paid or replacement course time allocated.

### CANCELLATION OF WORKSHOP BY TUTOR:

The tutor reserves the right to cancel the course should it become necessary to do so. You will be notified as soon as possible and in such instances you may then transfer to another of the same tutors courses if you wish, depending on availability. If not, any payments made at this point will be refunded in full.

## **ADDITIONAL TERMS & CONDITIONS DUE TO COVID 19**

Our priority is the safety of workshop participants. For those who are now comfortable attending workshops, these are our new ways of working. We ask that everyone attending any of our workshops adhere to them.

### **Symptoms**

Do not attend the workshop if you have COVID-19 symptoms as defined by the NHS – **Please stay at home**. We will defer your place so that you can attend a similar workshop at a later date.

### **Increased Cleaning**

The venue will sanitise workshop surfaces, toilet and kitchen surfaces.

### **Social Distancing**

There will be a maximum of 8 participants at each workshop, which allows for 2m social distancing.

Workshop tutors will keep their distance from participants unless both are happy for them to move closer. If this happens, being side by side is better than face to face and on these occasions both should be wearing facemasks.

### **Hand Washing/Equipment Cleaning**

We ask all participants to sanitise their hands on arrival - before touching anything. Materials are provided as part of the workshop and we will sanitise all tools and materials, where possible, beforehand. When sharing is necessary, everyone will be asked to wash or sanitise their hands before touching shared items. We will provide hand sanitiser for participants' convenience and **must** be used when you enter the studio and throughout the workshop - hand washing is even better and there's plenty of soap and water!

### **Refreshments**

We will make drinks for those who want them. Anyone who does so will wash their hands beforehand. We will provide mugs but you are welcome to bring your own mug if you prefer.

### **Face Masks & Sanitising**

We recommend using facemasks when you are close to people who are not already in regular contact with, and to this end ask that you bring a facemask with you to the workshop. Tutors will wear masks when they need to move closer to a participant to give instruction.