

# www.paintncanvasholidays.co.uk

## Booking Form; Painting Course/Holiday

**COURSE TITLE** .....

**DATE** ..... **DEPOSIT:**.....

### ENCLOSED

If paying by Card, pay securely on line or e mail [linda@broadskiesgallery.co.uk](mailto:linda@broadskiesgallery.co.uk) and linda will call you back

### Participant details:

**NAME** .....

ADDRESS .....

.....

POSTCODE:.....

TELE: .....

EMAIL .....

I have read and accept the booking conditions,

Signature .....

Print Name .....

Dietary requirements

Vegetarian etc.....

I **am/ am not** happy to receive information of other courses & art events

Linda H. Matthews is involved in.

### Please Read Terms & Conditions.

Insurance to cover Cancellation is strongly recommended as with any other holiday booking

## **Terms & Conditions**

**COURSE FEES;** A FULLY **NON REFUNDABLE** DEPOSIT OR THE TOTAL FEE SHOULD ACCOMPANY THE COMPLETED BOOKING FORM.

Deposits: <5 days courses full payment, other workshops & holidays 30% of full price

### **BOOKING CONDITIONS:**

Please pay on line or e-mail linda@broadskiesgallery.co.uk and she will ring for you to pay by card over the phone

**One form to be completed for each person booking and posted to:**

**6 Mill Cottages Mill Road, Sutton Norwich Norfolk NR12 9RZ**

Final payments must be RECEIVED not later than 8 WEEKS before course commences. Less than a full deposit payment for course fees will not be accepted as a firm booking. Incomplete payments by the 8 week deadline may result in your place being offered to another.

Booking forms must be completed to reserve a place on any course.

All bookings are accepted under our terms and conditions, regardless of how the booking was placed.(We draw your attention to our conditions at the time of booking)

A Receipt will be sent with full details of required course materials on payment of deposit

**NO REMINDER OF FINAL PAYMENT WILL BE SENT**

**Failure to attend a course will incur cancellation charges as shown below.**

**INSURANCE:** Insurance to cover possible cancellation, is strongly advised. and **compulsory** on foreign tours

**CANCELLATIONS:** Cancellations must be made in writing to Linda H Matthews.

Without exception - the following cancellation charges will be applied

Cancellations received less than 8 weeks prior to courses start date, or failure to attend course - the FULL fee will be forfeit. (we draw your attention to insurance cover above)

**LATE BOOKINGS:** Applications to attend courses within 8 weeks of the start date must be accompanied by the FULL FEE.

### **CANCELLATION OF COURSES BY Linda :**

Linda H. Matthews, reserves the right to cancel any course should it become necessary to do so. Participants for whom places were booked, will be notified as soon as possible and may then transfer to other courses of their choice, depending on availability, without loss of monies or amendment fee. Payments will be refunded in full if they prefer to withdraw their booking.

**AMENDMENT TO BOOKING:** If a participant wishes to transfer to another course for any reason other than as shown above, an amendment fee of £15.00 will be charged.

If a transfer is requested within 8 weeks of a course commencing, it will be treated as a cancellation.

**\*\*\*\* Linda retains copyright on all provided printed source material, course work is not to be publicly displayed in any form without permission\*\*\*\***

Linda H. Matthews also reserves the right to terminate the course of any participant whose behaviour is deemed detrimental to the Group as a whole, without refund.

**PAYMENT OF DEPOSIT IS ACCEPTANCE OF BOOKING CONDITIONS** updated 6/11/2017