



## **Group Activities Booking Terms & Conditions**

### **Bookings and Cancellations**

To secure a group activity we require full payment at the time of booking. Payment can be made in-store, over the phone (03) 9387 3911 or by direct deposit. Cancellations of less than one week will forfeit the full fee. In the instance of a cancellation of more than one week Northcote Pottery Supplies will retain half the fee to cover administrative costs and the tutor's time.

Late arrivals for group activities will be charged \$50 per hour (to cover tutor's time). We are unable to transfer group activity bookings unless at least one week's notice is provided.

**Materials:** Group activity fees include all materials for the workshop.

**Glazing & Firing:** The price of the Group Activity includes the glazing and firing of one piece per participant. On request for an additional fee groups can have extra work glazed and fired. This service has a turnaround time of 2-3 weeks from the date of the group activity. NPS will email groups when work is ready for collection. Please note that during the colder months the turnaround time for glazing and firing may be slightly longer.

**Clothing:** Group Activities are hands-on, please wear appropriate clothing, covered shoes are essential. If your chosen activity is wheel throwing please bring along your own apron and towel (bath size).

**Refreshments:** Tea and coffee are freely available during business hours. There are cafes located on Lygon Street, a short walk from Northcote Pottery Supplies. Groups may like to dine out before or after a group activity. Food and drink (including alcohol) are not permitted in our studios.

**Parking:** Parking is available across the street from Northcote Pottery Supplies. Be careful not to park in time limited spaces.

**Tutors:** Northcote Pottery Supplies tutors are experienced teachers and practicing potters. Our group activities can cater for beginners and those with some prior experience. Our tutors actively seek feedback from participants during class.

**Mailing list:** When you book into a group activity with Northcote Pottery Supplies you will be added to our mailing list and be notified of upcoming courses, one-day workshops, masterclasses and special events. You will be able to unsubscribe at any time.