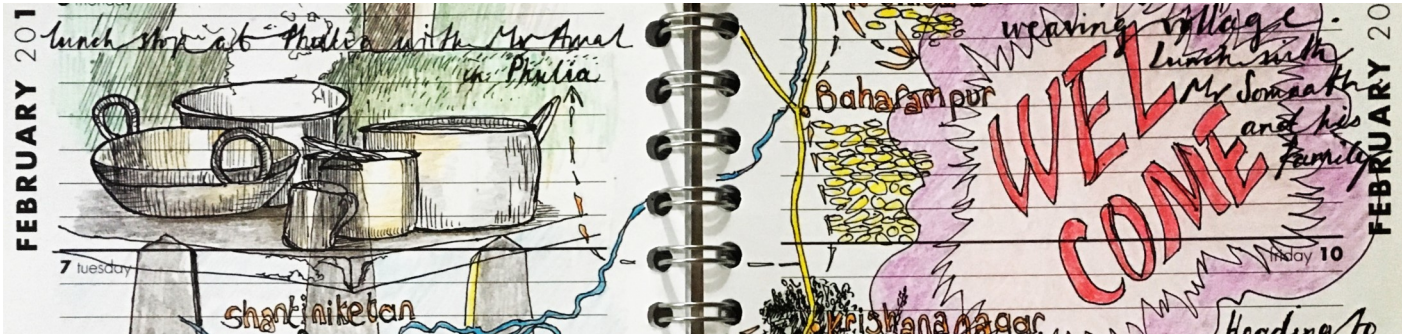


Booking Form



Thank you for your interest in this course. Please complete the details below and email it to:

jo@cottoneyejo.co.uk

Organisation name

Contact name

Phone Email

Workshop dates and time (to be agreed)

1. Date.....Time.....
2. Date.....Time.....
3. Date.....Time.....
4. Date.....Time.....

Workshop fee: £650.00 non refundable - See Terms and Conditions

Promotional Materials - See Terms and Conditions

Please email all participant email addresses to Jo Beal: jo@cottoneyejo.co.uk one week prior to the first workshop.

Print signature.....

SignDate

Signed

Jo BealDate

BOOKING IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON PAGE 2

Terms and Conditions

This document sets out the **Terms and Conditions** of the **Adventures in Art Journaling Workshops - Wellbeing Workshops for Employees**.

The Adventures in Art Journaling workshops will be delivered by Jo Beal – Artist, referred to as *The Provider*. *The Organisation* refers to the organisation booking and receiving the workshops for its employees.

Booking

1. Signing of the Booking Form by both parties commits them both to the booking agreement, delivery of the course and payment by the Organisation to the Provider, and agreement of the Terms and Conditions by the Organisation.

Promotion

2. On signing of the Booking Form by both parties, the Provider will provide the organisation with promotional materials, consisting of:

- Link to short promo video
- Copy and images for a newsletter and email
- Flyer for emailing

Payment

3. Unless stated otherwise in this Agreement, the Fee is payable in Pound Sterling, inclusive of all of Provider's expenses and preparation time.

4. All fees due to the Provider shall be exclusive of any applicable Value Added Tax ("VAT") or like tax (which shall be additional).

5. If and to the extent that VAT is payable the Provider will render to the Organisation a VAT invoice.

6. The Client shall pay all invoices within 30 days of the date of the invoice. The Provider reserves the right to charge interest at the rate of 4% above the Bank of England base rate for the time being to accrue daily from the due date until payment is received.

7. The Course Fee is non-refundable except for: See 8.

Cancellation by the Provider

8. In the unlikely event of cancellation by the Provider, the specific workshop will either be re-arranged or refunded at a cost of £162.50 for each workshop cancelled.

Cancellation by the Organisation

9. In the event of cancellation by the Organisation up to three weeks prior to the start of the workshops, 25% of the total fee will be charged.

10. In the event of cancellation by the Organisation up to two weeks prior to the start of the workshops, 50% of the total fee will be charged.

11. In the event of cancellation by the Organisation up to one week prior to the start of the workshops a 75% fee will be charged.

12. In the event of cancellation by the Organisation up to 24 hours prior to the start of the workshops 100% of the total fee will be charged.

Non-attendance by participants

13. Any participants not able to attend one or more workshop may be able to join the same workshop on a future course instead. To be agreed between the Participant and the Provider.

Copyright and Permissions

14. Jo Beal owns the copyright for all images and videos shown of the Provider's artwork

15. The workshops will not be recorded by the Provider and must not be recorded by participants.