

Painting Courses-BOOKING FORM

COURSE TITLE COURSE DATE

DEPOSIT:..... ENCLOSED

Card No. ____ / ____ / ____ / ____

Start Date ____ / ____ Exp. Date ____ / ____

issue No. ____ Security No. _____ (last 3 digits on rear)

If Card Holder not participant please complete Name & Address details on separate paper.

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.

Terms & Conditions

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

FOR 1 DAY COURSES: Full Payment

DEPOSIT FOR 2 -5 DAY COURSES: 50% of course fee

7 day Courses & Holiday £200

BOOKING CONDITIONS:

Please make all cheques payable to " LHM ARTWORKS" or fill in card details SEND with your completed booking form to:

2 Chandlers Yard, Ludham Bridge Ludham Gt. Yarmouth NR29 5NX. One form per person

Final payments must be RECEIVED not later than 8 WEEKS before course commences. (12 weeks for foreign trips) Less than a full deposit payment for course fees will not be accepted as a firm booking. Incomplete payments by the 8/ 12 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.

Those wishing to book at short notice are advised to telephone to ascertain if places are still available before sending their booking form and payment

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

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.

AMENDMENT TO BOOKING: If a participant wishes to transfer to another course for any reason other than as shown above, an amendment fee of £5.00 will be charged. If a transfer is requested within 8 weeks of a course commencing, it will be treated as a cancellation. **PAYMENT OF DEPOSIT IS ACCEPTANCE OF BOOKING CONDITIONS**

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