

**Painting Course/Holiday-BOOKING FORM**

**COURSE TITLE** .....

**DATE** .....

**DEPOSIT:..... ENCLOSED**

If paying by Card, for security please call 01692 630485

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 below; 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.

**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 " Linda H Matthews Artist" or fill in card details SEND with your completed booking form to:

**Broad Skies Gallery 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**