

## Terms and Conditions

### 1. Workshop Bookings, Confirmation and Payment

- A. A guaranteed form of payment must be received before Imagework can accept a booking for their workshops. This can be by Paypal or cheque. All postal or fax bookings must be accompanied by a signature and method of payment. Imagework can accept bookings by telephone and e mail however provisional bookings are not acceptable.
- B. When Imagework receives a completed booking form it indicates the attendee agrees to the terms and conditions displayed on the Imagework website and the attendee will be charged the respective workshop fee.
- C. When Imagework receive a guarantee of payment we will undertake to confirm any bookings within two working days dependent on the correctness of information the attendee has submitted in the booking form. If you don't receive any confirmation within three days the attendee will be responsible in following up with the Imagework office.
- D. A booking confirmation and requirements will be sent out prior to the workshop by email, post or fax. Attendees making bookings less than seven working days prior to the workshop must contact the Imagework office if they don't receive a confirmation within three working days of the workshop.
- E. Applications are processed on a first come first served basis. Where a workshop is over subscribed, the bookings will be confirmed by the date and time of receipt. Imagework reserves the right to refuse the booking of an attendee.

### 2. Workshop Venue, Date and Time

- A. Unless otherwise stated all workshops start at the venue, date and time specified in the booking confirmation please contact us for specific travel details if required.

### **3. Workshop Outline and Requirements**

- A. All attendees are required to bring the specified equipment and have the necessary skills as outlined in the workshop description.
- B. Please make sure that the content of the workshop is appropriate before booking, the details are outlined on the Imagework website but please contact us for any necessary clarification.
- C. Imagework may change or delete workshop content without giving prior warning.
- D. Imagework reserves this right provided the workshop still covers the course outline as described on our website.
- E. In the event of the designated tutor being unable to attend due to illness or other circumstances beyond our control another tutor will be provided.
- F. If the attendee is dissatisfied with any elements of the workshop they should inform us while participating in the workshop giving Imagework the chance of making any changes deemed necessary.

### **4. Workshop Timing**

In the unlikely event of a workshop either being cancelled or under subscribed Imagework reserves the right to change or cancel a workshop. Attendees will be offered an alternative workshop or full refund should this unlikely event take place. If a workshop is cancelled Imagework can't be held responsible for any additional costs incurred such as travel and accommodation.

### **5. Payment**

All Imagework workshops are to be paid for in pounds sterling, this includes refreshments where stated. Full payment will be required prior to the workshop.

## **6. Cancellation/Refund Policy**

Tickets are limited and are not refundable. Please make sure you can attend the event before purchasing.

## **7. Conditions**

- A. Any materials generated by Imagework and used during the workshop for workshop attendees are protected by copyright. It is necessary to obtain prior consent if you want to reproduce any of the material.
- B. While great care is taken over the operating of the computing systems at the venue any material saved will only be available to attendees during the workshop. It is advised that attendees bring a DVD or similar to save any files created during the workshop.
- C. Imagework cannot be responsible for the privacy policies and practices of other web sites if you accessed the third party web site using links from our web site or linked to our web site from a third party web site. In addition we cannot be held responsible or liable for any damages to or viruses that may affect your computer equipment or other property by you accessing our website.
- D. Imagework reserves the right to use any feedback collected in relation to the Workshops for promotional purposes.

## **8. Responsibilities**

- A. Any attendees should take care of their valuables and personal property while attending the workshop, Imagework cannot be held liable for loss or damage to personal items.
- B. While Imagework can advise you on your travel and accommodation the attendee is responsible for making their own necessary arrangements.

- C. Any special dietary requests or similar should be made at the time of booking. While Imagework will make every effort to ensure your requests are met we are not liable if these requests, for whatever reason, are not available.
- D. Imagework does not accept responsibility or liability for death, bodily injury or illness caused to the attendee or any other attendees included on the booking form unless arising from any negligent act and any omission of the part of the company. This agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under these terms and conditions.
- E. Please be aware that when you tick 'I agree to the terms and conditions box' the attendee and any additional attendees on the booking form are agreeing to accept all the above conditions.