

## **How to Book**

### ***This information forms terms and conditions for Community Arts events.***

'Courses' refers to both courses and workshops. We also refer to courses and workshops as 'events'. We reserve the right to make changes to events. Up to date information will be found on or via links from [Workshops and courses](#). **If you have queries, please contact us for help – see details at end.**

**We reserve the right to reject applications not submitted in accordance with these instructions.**

### **EVENTS INFORMATION**

Full details of each event is listed on or via links from [Workshops and courses](#)

### **PRICES AND CONCESSIONS**

Art Attack prices include materials.

Adult courses prices do not usually include materials. Adults should provide their own materials. Some tutors will provide materials for sale to students either as a pack for a fixed price or on a 'pay as you go' basis; payment will be direct to the tutor. This will be stated in the course details.

### **BOOKING**

Each event is listed on [Workshops and courses](#) on our website.

You may contact us by tel., email or printed booking form to make a reservation.

#### **1) Book with form (book offline and pay offline)**

Availability of places may be checked by contacting the Community Arts office.

**We will make reservations without payment but will hold these only for one week** after which unpaid reservations will be released.

Places are fully booked only upon receipt of payment and booking form by us.

A booking form may be printed from the page [How to book](#)

Complete a booking form and return it with your payment by post, in person, or by email if bank transfer payment is ticked on the form.

***If emailing a booking form, please do not use Adobe Acrobat EchoSign to complete or 'sign' the form.***

If you've ticked to pay by bank transfer, we will send you bank details. Please don't transfer until we've confirmed a place is allocated to you.

#### **Under 18 students.**

If the booking is for a new, under 18 student, a parent/guardian must complete and sign the U18 section of the form which must be received by us at least two days in advance of the first attendance.

### **PAYMENT METHODS**

1. By cash in person with a booking form or in person following a tel. or email reservation.

Please remit exact money with a booking form, placed in an envelope marked 'FAO Community Arts', to school reception during Community Arts office hours – 8.00-14.00 Monday to Friday in term time.

We are unable to give change.

2. By cheque sent with a booking form or sent following a telephone or email reservation.

Payee should be Maiden Erlegh School.

3. By bank transfer

When you make a reservation by booking form, tel or email and request to pay by bank transfer, we will send you the bank details. Please do not make a transfer until we confirm a place is reserved. Please ensure you use any reference code we give you.

### **WHAT TO BRING**

A list of materials to bring and/or a list of what will be available to purchase from the tutor on the day are available for each event listed in [Workshops and courses](#) Contact us by email if you are unsure.

We suggest that you do not purchase specialist materials too soon in case we cancel an event.

### **REFUNDS AND CANCELLATION**

All events run subject to a minimum number of paid bookings being received. This varies for each event.

Event bookings or tickets once paid for will not be refunded unless we cancel an event in which case you will be notified and your payment refunded or cancelled as appropriate.

We may cancel an event up to and including the day of the event though we would endeavour to give more notice than this.

If, following a cancelled event, you wish to transfer to another event please contact us. We will try to help but you may need to make a new booking.

### **REFRESHMENTS**

Please bring your own refreshments as there are usually no catering facilities open during events. There is a parade of shops nearby.

### **FIRST AID**

There will not be a trained first aider on site during Community Arts courses.

### **COMMUNICATIONS**

We will communicate with you by email using the email address you give us. Please put our address in your 'safe senders' list:

[mescommunityarts@maidenerleghtrust.org](mailto:mescommunityarts@maidenerleghtrust.org)

When we take a booking, we will ask you to tick a box to opt into joining our emailing list so we may send you occasional emails about our events.

We will not pass on your email address or any of your other details to third parties. You may ask to be removed from our emailing list at any time.

### **DISCLAIMER**

Maiden Erlegh School accepts no responsibility or liability for loss or damage to personal property or possessions.

### **CONTACT US**

Web Site [Coomunity Arts and the Peacock Gallery](#)



Email [mescommunityarts@maidenerleghtrust.org](mailto:mescommunityarts@maidenerleghtrust.org)

We welcome Text Relay telephone calls. [www.textrelay.org](http://www.textrelay.org)

### **Community Arts office hours: 8:00-14:00 Monday to Friday, term-time only.**

Maiden Erlegh School, Silverdale Road, Earley, READING, RG6 7HS; 0118 9262467 (reception).

Maiden Erlegh Trust is a company limited by guarantee and an exempt charity registered in England and Wales under company number 07548754 with registered office at Silverdale Road, Earley, Reading, RG6 7HS. "Maiden Erlegh School" is a business name of the company.