

# TERMS AND CONDITIONS

## **AFTER MAKING YOUR BOOKING**

When we have taken your booking and required payment you will then receive a confirmation invoice detailing your booking. If you think anything is incorrect please contact us straight away. All correspondence will be with the person named on the confirmation invoice who accepts the following conditions on behalf of all participants.

## **YOUR FINAL PAYMENT**

A deposit of £250.00 will be required to reserve a place at the summer school. The balance/full payment is payable by the 1st June of the year of the course.

## **CANCELLATIONS AND REFUNDS**

In the event of a cancellation by the customer, the following Refund Policy will apply: (Note: you are allowed by law to cancel within seven days of your making the booking without penalty provided you notify us of your intention in writing within seven days.) Within 7 days of the date of Booking: 100% of all monies paid.

After 7 days from date of booking, and more than 90 days before the summer school: 50% of all monies paid. After 7 days from the end of booking, and less than 90 days before the summer school: No refund is payable.

## **RESPONSIBLE PARENT OR GUARDIAN**

The person making the booking, whether by telephone, or a posted booking form, must be the legal parent or guardian of the child, or in the case of any additional child(ren) not the legal responsibility of the person making the booking, must have the written authority of the legal parent(s) or guardian(s) of the additional child(ren) to make the booking on their behalf. We will need to have this written authority before the start of the summer school for such additional children.

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## **IMPROPER BEHAVIOUR**

West End Stage reserves the right to refuse or exclude any person at any time prior or during the summer school if in the opinion of West End Stage that person is incompatible with the general wellbeing and safe running of the camps. No refund will be given in such an event and any costs incurred, including any damage, will be passed on to the parents/guardians. Parents/guardians will be responsible for the collection of the person or for all transport costs in connection with that person returning home.

## **LIABILITY**

West End Stage does not accept liability for personal injury or the death of any participant. West End Stage does not accept any liability for the loss or damage of any property belonging to participants, and will not take charge of personal items left behind at the end of the summer school.

## **MEDIA USAGE**

West End Stage is hereby authorized to use still photographs or motion picture footage, recordings of students' voices and names of students for advertising, publicity, commercial or other business purposes such as commemorative DVD production.