

Interior Design & CAD Workshops

Terms and Conditions of booking

Please read the following terms and conditions in full

- Booking:** Workshop and course places can be reserved verbally or by email. This verbal or email booking will be held for a period of 14 days only.
- Confirmation:** To confirm your booking payment must be received and cleared prior to any booked course or workshop. We will then send confirmation and enrollment details for the chosen course and venue.
- Payment:** Payment can be made by cheque (made payable to Interior Design & CAD Workshops) or by credit card via the website, www.interiordesign-workshops.com
Any discounts for group bookings will be refunded manually to the bank account of your choice. To qualify for group discounts, bookings must be made at the same time.
- Cancellation:** Any cancellations must be made in writing 4 weeks prior to course, otherwise a 50% cancellation fee will apply.
We may be able to transfer your booking to another date or venue, this is discretionary

Should we have to cancel your booking you will be offered the choice of either another date or venue or a full refund of the course/workshop cost.

We cannot be held liable for any travel arrangements which are cancelled, preventing your attendance. You must notify us in writing of your cancellation.
- Health & Safety:** On arrival at the venue, you will be given orientation of the building including fire exits and meeting points.
We reserve the right to eject any person displaying threatening behaviour to the tutor, or any other person on the course.
- Lateness:** Courses and workshops begin at 9.30am and should you arrive late, courses will begin without you.

Thank you for your co-operation and we look forward to seeing you on one of our courses soon.