

Workshop Booking Form

Name:.....

Age:.....

Address:.....

Postcode:.....

Tel No:.....

Email:.....

Workshop Location:.....

Workshop Date:.....

Emergency contact information for day of workshop

Name:.....

Relationship:.....

Tel:.....

I have read and agree to the terms and conditions of the booking

Signature:.....

Print Name:.....

Date:.....

Pre-workshop Questionnaire

Camera:.....

Lenses (plus filter thread size):.....

.....

Do you have a tripod?.....

Which filters do you own and use?.....

Your level & experience?.....

Do you shoot Jpeg's or RAW?.....

Which exposure modes do you use?.....

Are there any specific key areas you would like help on?.....

Please bring a selection of your favourite images for review on the day (useful in case we have to stop due to heavy rain etc). These can be small prints, images stored on your phone or just images saved onto your memory card for viewing on the camera's LCD screen.

Terms and conditions of booking

1. A non-refundable, non-transferable deposit is applied to your full payment at the time of booking and a completed booking form is required. The deposit is £50 for 1-day workshops and £100 for 2-day workshops.
2. The confirmation of the booking will be made in writing once a deposit or full payment has been made.
3. The balance of the full amount is due 28 days before the date of the workshop. If full payment is not received by this specified time then we will treat the booking as cancelled and retain the deposit.
4. If a reservation is made within 4 weeks of the date of the workshop then we will ask for the full payment at the time of booking.
5. Cancellations must be made in writing. Only the balance of the workshop fee will be refunded if cancelled for any reason. If you have paid in full when booking and wish to cancel, the first £50 of the full payment is also non-refundable. Refunds will be issued within 4 weeks from the date of the workshop for the balance.
6. Any pre-booked travel or accommodation fees for Craig Roberts included in the price also cannot be refunded.
7. Refunds cannot be given if the workshop is cancelled by the customer 14 days before the arranged date.
8. Craig Roberts reserves the right to cancel or amend the workshop prior to the date of the workshop. You shall be informed of this in writing. Should this happen, you have the right to accept the change, choose an alternative workshop or date or accept a full refund of the amount paid so far.
9. Each group workshop requires a minimum of two participants for it to take place. If there are less participants than this, clause 8 will come into effect.
10. Craig Roberts cannot be held liable for any loss or damage to personal items or equipment, or for personal accident or injury. The client is responsible to take out adequate personal belongings insurance or personal insurance.
11. In the event that Craig Roberts cannot attend the workshop because of illness or any other unforeseen circumstance beyond our control, the workshop will be cancelled and clause 8 will come into effect.
12. The type of workshop we offer requires flexibility and must allow for changes due to weather conditions, time allowed etc. For this reason the outline itinerary and workshop description is for a guide only and is not a contractual obligation.
13. By reserving a place on the workshop by paying the full balance, you are agreeing all the above conditions. The person who makes the booking does so on behalf of all individuals included, and all are bound by the conditions.

Please return the completed booking form to the email address below. Full payment via the PayPal option on the website (or Gift Certificate Code). Bank transfer payment by request. If you have any queries, please email: craig@craigrobertsphotography.co.uk