



How to book

A completed booking form, along with a deposit of the amount stated in the workshop description, is required to secure your place. Please complete the information below and return, together with the pre-workshop questionnaire to:

Sarah Howard Photography/Image Seen
Thatchways
Main Street
Offenham
Worcestershire
WR11 8RX

How to pay

Your deposit can be paid by cheque or bank transfer. We will confirm your place within 7 days. Once your booking is confirmed, deposits are non-refundable. If you are booking less than 14 days before the workshop, the full amount is required at the time of booking. Please make cheques payable to Sarah Howard.

If you wish to pay by online bank transfer, please use the following account details:

Miss Sarah Howard
Lloyds bank
Sort Code: 77-23-10
Account Number: 89905360

Balance

The balance is due 14 days before the workshop begins. You will be invoiced for the outstanding amount via email – there is no need to send payment until you receive this. Please add info@imageseen.co.uk to your email address book to ensure that the invoice isn't sent to your spam folder.

Itinerary

Information, including a meeting time/point and details of what to bring, will be sent via email approximately 7 – 10 days before the workshop start date.



Booking Form

Name:

Address:

Phone number:

Mobile:

Email:

Emergency contact number:

Workshop booked and date

I have read and agree to the terms and conditions below

Signature:

Print name:

Date:



Pre workshop questionnaire

To help us cater for your level of experience and to help you get the most from the workshop, please complete this questionnaire and return along with your booking form. Thank you.

1. How would you describe your level of experience.

2. What equipment do you currently use? Please list the make and model of your camera (film or digital) and your lenses. Please also list the focal length of your lenses.

3. Do you use a tripod?

4. Which, if any filters do you own and use?

5. Access to some of the locations requires going up/down moderately steep hills. Would this cause any problems for you?

6. Do you have any allergies/specific dietary requirements? (where applicable).

7. What are you hoping to get out of your Image Seen workshop? Is there a specific area of your photography that you are looking to improve or need help with?

8. How did you hear about Image Seen?

9. Why did you choose Image Seen?



Terms and conditions of booking.

- 1. A non-refundable deposit of the amount stated is required at the time of booking and must be paid by cheque and sent with a completed booking form or via online banking - please refer to the booking form for details of how to pay. You will receive confirmation by email. The balance is due 14 days before the start date. If the balance does not reach us by the date specified in our confirmation, we reserve the right to treat the booking as cancelled.**
- 2. If you are booking within two weeks of the start date, please make payment in full with your completed booking form.**
- 3. The balance of the cost of the workshop will be due 14 days before the workshop starts. If full payment is not received by the specified date, Image Seen reserves the right to treat the booking as cancelled and retain the deposit.**
- 4. If a client cancels the workshop less than 7 days before the beginning of the workshop they are liable for the full cost of the workshop. In all other instances, the deposit will be retained and the balance refunded. If you wish to cancel your workshop please do so in writing or by email. The date the letter/email is received will be used to determine whether a refund will be made.**
- 5. Group workshops will only operate with a minimum of three photographers. In the event of your workshop being cancelled by Sarah Howard due to there being less than three participants your payment will be refunded in full including your deposit.**
- 6. Image Seen reserves the right to cancel any workshop. If cancellation is due to circumstances beyond our control we may give less than 14 days notice. In the event of any cancellation by ourselves we will offer either a total refund or a place on an alternative workshop. If the alternative is cheaper, we will refund the difference, and if it is more expensive, you will be required to pay the balance.**
- 7. If you have any special dietary, or other, requests, you should inform us at the time of booking. We will advise the relevant supplier of your requirements, but cannot guarantee that such requests will be met and have no liability to you if such requests are not met.**
- 8. We will supply you with more details of the workshop itinerary before the workshop but please note that the itinerary is an outline only, and may be changed due to weather conditions, etc.**
- 9. It is a fundamental booking condition that you accept the hazards involved. Customers should have adequate insurance in place for the duration of the course and the activities undertaken. The insurance should cover for cancellation and curtailment, medical and emergency expenses, personal accident, injury and death. In addition you should be insured against loss of or damage to baggage and personal possessions including all your camera equipment. All applicants participate at their own risk and Image Seen accepts no responsibility for injury or damage done to their persons or property.**
- 10. Sarah Howard Photography, in association with Image Seen, does not accept liability for death, bodily injury or illness unless this arises from the negligent act and/or omission of Sarah Howard Photography employees whilst acting in the course of their employment.**



11. Sarah Howard Photography does not accept responsibility for any loss of valuables, including camera equipment, during a course or workshop.

12. We are unable to accept bookings from persons under 18 years old, unless accompanied by a fully paying adult

13. By signing the booking form, you are agreeing to accept these Terms and Conditions. The person signing the form does so on behalf of all the other individuals included on it, so that all are bound by the booking conditions.