#### **Terms and Conditions**

### Workshops

Individual project workshops will be 4 or 6 hours long. Some projects may require more than 1 workshop session and will be run as a course. If you choose a course, you are required to commit to the whole course.

Workshops will be small, with a maximum of 8 students. This is to ensure everyone receives individual attention when needed.

The workshops will be held in a classroom within the shop. There is ample free car parking available.

Each student will need to bring a sewing machine in good working order and a basic sewing kit. Full details will be provided at the time of booking. Each student is responsible for any equipment brought to a workshop.

There are 3 sewing machines available to hire for a small fee if you are unable to bring your own. Please book a machine when you book the workshop.

An ironing station and individual cutting mats will be provided.

Fletcher's Patch nor the venue cannot be held responsible for any damage or malfunction of your own equipment.

Kits for individual workshops will be available at a discount of 20% when bought with a workshop. Alternatively, you will receive a list of fabric and notions you can bring with you. Full details will be provided at the time of booking.

#### **Other Services**

Demonstrations and workshops for organised groups are available on request.

## **Payment**

Workshops must be paid for in full at the time of booking.

All bookings will be confirmed either by email or by post, whichever is your preference, once payment has been received.

# **Cancellation Policy**

If you are unable to attend a workshop that you have booked, a refund will only be offered if 7 days notice is given prior to the event. Refund given will be the full amount less £5 administration fee for each workshop cancelled.

Where possible, you can transfer your booking to the same workshop on another date. Attendance at a workshop can be transferred to another person if you wish to send someone in your place. Notification must be given if you chose this option.

No refund or credit is given for workshops not attended without prior notice.

Fletcher's Patch retains the right to cancel a workshop if necessary. This will only happen in exceptional circumstances, and we will give you as much notice as possible. Should we need to cancel a class, your full fee paid will be refunded or an alternative date offered.

### **Data Protection**

Contact details will be taken at the time of booking. This information will be held securely under the terms of the Data Protection Act 2018 and will not be passed on to any other person or organisation unless required to do so by law. Please notify Fletcher's Patch of any change in the contact details provided as these will be used for all correspondence.