



BOOKING FORM

If you would like to book a Glass Hub course, please complete this form and return with the appropriate course fee. It is advisable to contact us and check course availability before sending this form. Tel: [01225 768888](tel:01225768888) or email: info@theglasshub.co.uk

Name:	
Address:	
	Postcode / Zip:
Tel:	Email:

I wish to book the following course(s):

Course Title	Date/s	QTY/Places	Total Cost
Add number of lunches required at £7.50 per person per day			
Total Payable			

Payment Details:

Total Enclosed £ _____

cheques should be made payable to **The Glass Hub Ltd**

Message (any further information)

--

I have read and understood the terms and conditions.

SIGNATURE: _____ DATE: ____/____/____

Please complete the form and return with your remittance to:

The Glass Hub
Stowford Manor Farm,
Wingfield,
Wiltshire BA14 9LH

TERMS & CONDITIONS:

1. **Enrolment:** Places are secured by payment in full.
2. **Allocation:** Places on courses and events are limited so allocation will be made on a first-come basis.
4. **Confirmation:** We will send you confirmation of your booking on receipt of your course fee. Pre-course/event information will usually be sent by email in advance including information on anything that you may need to bring.
5. **Materials:** Most courses are inclusive of basic materials. Students may buy additional specialist materials at cost.
6. **Cancellation:** If you cancel a course or event more than 6 weeks prior to the course you will be refunded 70% of your fee. If you cancel a course less than six weeks before the course date no part of the fee will be refunded. All cancellations must be made in writing. We reserve the right to cancel a course or event for whatever reason. In this event you will be advised of vacancies or alternative dates. If you do not wish to book on an alternative date – repayment will be made in full.
7. **Accommodation:** Please remember that board and lodging is not included in the course fee. Please refer to our accommodation list for details. We cannot accept any liability for accommodation bookings.
8. **Refreshments:** Teas, coffees and soft drinks are provided free of charge. We can provide a light lunch which usually consists of sandwiches, salads and cake for an additional £7.50 and needs to be booked in advance. We may be able to cater for special diets, please contact us to find out. Speciality teas and drinks will not be provided. Feel free to bring your own packed lunch and we have a fridge, kettle and microwave for student use.
8. **Picking up Glass:** Due to the cooling down processes involved with all glassmaking it is not possible for students to take work home on the day that it is made. Work may be collected at a later time or alternatively, we can securely package and post work to the provided address for a fee of £20 per box. Smaller packaging for small items such as beads etc. cost less at £5-£10.
9. **Copyright:** All courses are the intellectual property of the artist/tutors and The Glass Hub. No part of the course may be copied or reproduced.

Further Information...

Class Size: Class sizes are kept to a minimum, usually between 7 - 10 people according to individual courses, for maximum benefit to students, so please book early to avoid disappointment.

Gift Vouchers: Gift vouchers are available - please contact us for details.