

## WORKSHOP BOOKING PROCEDURE 2018

**Workshop Time:** 10.00am-4.00pm (Doors open 9.30am)  
**Workshop Fee:** £23 for members, £28 for non-members

Any extra charges for materials and/or equipment will be included in the workshop description wherever possible.

Please contact:

**Janet Williamson, Workshop Booking Secretary**

*NB: No telephone calls after 8.00pm, please.*

### Places are secured by payment in full to Janet within seven days

>At the Christmas Social on 9<sup>th</sup> December 2017, bookings will be taken for the January 2018 workshop ONLY. Otherwise, book your place by telephone or email as soon as possible.

>From 2<sup>nd</sup> January 2018, bookings will be taken for February, March and April 2018 workshops.

>From 1<sup>st</sup> March 2018, bookings will be taken by for the May, July and August 2018 workshops.

>From 1<sup>st</sup> June 2018, bookings will be taken for the September, October and November 2018 workshops.

**Cheques** should be made payable to 'Embroiderers' Guild - Cotswold Branch'.

On the back of the cheque please write the month of the workshop for which you are paying. If you require a receipt, please enclose a stamped self-addressed envelope. Payment can also be made by Bank Transfer, please ask for details.

**Requirements lists** for workshops will be sent via email. If you do not have an email address, please send a stamped self-addressed envelope to Janet. The list will then be posted to you nearer the date of the workshop.

### **Other information:**

>There is a car park at The Reddings Community Centre which has three parking spaces for the disabled. The main hall has a Hearing Loop. The Centre is on one level and accessible by wheelchair.

>At least one committee member will attend each workshop.

>Six weeks prior to the workshop, any available places will be offered to non-members and other groups. If the workshop still has low numbers, a decision has to be made as to whether all the costs can be met. If there are insufficient funds, then the workshop may be cancelled and refunds or credits given

>If a member has paid for a workshop and cancels their place, a **credit** will be given **only** if this is done **six weeks before the workshop**, or if the place can be filled. No refund can be made. Credits must be taken within six months.

>Please take newspaper and plastic sheeting to protect tables, a hairdryer is also useful.

>At the end of the afternoon all participants are asked to help clear the hall by putting away tables and chairs, sweeping the floor and removing rubbish.

Thank you for your co-operation and we hope you enjoy your chosen workshop.