



**Please read these Terms and Conditions. By making a booking with us, you confirm that you accept all these terms and conditions and that you agree to comply with them.**

## **1. Booking**

- 1.1 We require a non-refundable £200 deposit per person in order to confirm your reservation.
- 1.2 The balance of the holiday cost is due 8 weeks prior to your arrival date. If you book the holiday within 8 weeks of it starting, then the full fee is payable with the reservation.
- 1.3 Payment by cheque, bank transfer or Paypal. See booking form for details.

## **2. Changes to bookings or cancellation**

- 2.1 You may change your booking date with us provided it is made 10 or more weeks before the due start date of your initial booking. Each change is subject to availability and an administration charge of £30.
- 2.2 If you cancel your booking, cancellation fees will apply as follows:
  - More than 8 weeks before arrival date = full deposit of £200 per person
  - 4 – 8 weeks before arrival date = 60% of total cost
  - less than 28 days before arrival date = 100% of total cost
- 2.3 It is important to notify us of any cancellation as soon as possible in order to minimise your cancellation fee. The cancellation of your booking comes into effect on the date we receive notice from you by email or in writing.
- 2.4 In the unlikely event that we are forced to cancel a tutored holiday, all monies paid to us will be refunded in full.

## **3. Liability and insurance**

- 3.1 We cannot be held responsible for any accident, or loss or damage to personal property.
- 3.2 You are responsible for making your own travel arrangements to the venue.
- 3.3 It is your responsibility to acquire adequate holiday/travel insurance cover for at least medical and accident, including repatriation, delay or cancellation, and loss or damage.
- 3.4 As your booking includes meals, it is your responsibility to inform us at the time of booking of any special dietary requirements, and we will endeavour to cater for them.
- 3.5 Care of the property. In the event of any breakages, losses or damage to the property please inform us immediately. You may be liable to pay the full cost of any breakages, losses or damages to the property.

3.6 It should be noted that the house is on two levels and the grounds include steep slopes, making it unsuitable for those with mobility problems or for small children.

3.7 This is a non-smoking property; we request that you do not smoke in any of the rooms.

#### **4. What we provide**

4.1 Accommodation: bedroom with bedlinen; bathroom with towels and toiletries; seating area adjacent to bedrooms with tea and coffee-making facilities; use of communal residents' lounge on ground floor and outside seating areas.

4.2 Full board: afternoon tea and evening meal on first day; breakfast, lunch, afternoon tea and evening meal on full days of the course; breakfast on day of departure.

4.3 Tuition and handouts in English.

4.4 Course materials and use of equipment including paints (watercolours and acrylics), drawing media (pencils, pastels, charcoal, watercolour pencils), brushes, paper, easels, drawing boards, etc.

4.5 Free Wi-Fi in public spaces.

4.6 Car parking.

#### **5. Optional extra services**

5.1 Airport and ferry transfers can be arranged, please ask for details and prices; charges will be payable locally.

5.2 Holidays can be extended, subject to availability, if booked in advance.