



## WORKSHOP BOOKING FORM

The following terms and conditions apply in respect of all GLIMPSES workshop bookings and will form the basis of your contract with Martin Rigby, the workshop presenter. Please read this document carefully which should help to clarify the terms of my workshops.

1. I currently accept bookings for GLIMPSES workshops from trainee and qualified counsellors and psychotherapists, clinical supervisors, counselling tutors and therapists working in private practice or in voluntary placement settings. I also offer workshops to institutions, charities and private training organisations.
2. A non-refundable deposit is required at the time of booking and full payment is normally required at least two weeks prior to the date of the workshop.
3. The standard workshop fee for full day workshops is £70. Half day workshops are priced at £45. Concessions of 10% are available to counselling and psychotherapy trainees who are on a Diploma course, participants with disabilities and people who book more than one workshop. Following full payment of workshop fees, you will be sent a receipt and a copy of these terms and conditions with a booking form that needs to be completed and sent to the email address of [glimpsesworkshops@gmail.com](mailto:glimpsesworkshops@gmail.com) as soon as possible to confirm your place and normally within two weeks before the date of the workshop.

4. Payment via my website (Paypal account or credit card) is the normal method of purchase. Payment by cash or cheque can be made, as well as BACS, but please contact me for this.
5. I reserve the right to alter or cancel a workshop at any time, for whatever reason including too few participants, adverse weather, presenter illness and issues with the venue. In the event of cancellation your payment will be refunded in full. My liability is limited to the amount of any money you have paid to me. If I have to cancel the workshop I will make every effort to inform you at least two weeks prior to the advertised date of the workshop. However cancellation is usually a last resort. Every effort will be made to move the date of the workshop.
6. If you cancel more than four weeks before the date of the workshop, any money you have paid is fully refundable. If you cancel less than four weeks prior to the workshop date I am unfortunately unable to refund any payments including deposits. However I do appreciate that in certain circumstances participants may have no other choice to cancel and I am willing to discuss this and reach a compromise acceptable to both parties.
7. Bookings are normally non-transferable. However if there is no alternative and you are unable to attend on the day then a compromise may be possible through discussion with the workshop presenter Martin Rigby.
8. I reserve the right to change the workshop programme due to altered circumstances and conditions.
9. If you have a disability or have any other special requirements you think I should know about when attending one of my workshops, please indicate this on the workshop booking form which you can download from my website.
10. Personal items and baggage remain at all times the responsibility of workshop participants. Any loss, breakages or accidental damage to any of your personal property, including your vehicle or personal belongings during the workshop, is entirely your responsibility.

11. I do not accept liability for bodily injury, illness or death at any time during or en route to the workshops.
12. If you should have a complaint about the workshop, you should make it in writing and received by me within 14 days following the workshop.
13. By signing the booking form you are agreeing to accept these terms and conditions.

#### Contact Information

Martin Rigby

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