

NOTES/T & Cs FOR BOOKING WORKSHOPS

ADMINISTRATION

1. To make a booking contact the subject tutor either by email or phone (see separate tutors and workshop details list)
2. The fees are £50 for a day workshop (10am – 4pm) and £30 for a half day taster workshop (10am–1pm or 2–5pm).
3. Payment in advance is needed to secure a booking, either by cheque payable to Sandwich Medieval Trust or with cash by hand to the Sandwich Medieval Centre. The intention is for the Centre to be open most weekends, however there is a post box on site. Some tutors will accept a bank transfer.
4. All workshops are held at the Sandwich Medieval Centre, The Quay, Sandwich, Kent. CT13 9EN, unless stated otherwise.
5. All workshops include materials unless stated otherwise and you will be advised of any additional items to bring.
6. Your tutor will confirm your booking.

WORKSHOP TIMINGS

One day workshops run between 10am–4pm with 1 hour for a lunch break. The half day taster sessions run either between 10am–1pm or 2pm–5pm. It is advisable to arrive at least 15 minutes before the start of each workshop.

FACILITIES

1. You will need to bring a packed lunch with you for the full day workshops. Alternatively there is a pizzeria opposite or a pub close by with good food.
2. Unfortunately, due to the ‘medieval’ nature of the Centre’s building there are no toilet facilities, however, there are some public toilets approximately 50 metres walking distance away, for 40 pence a go.
3. The building is suitable for some disabled access. There is a gently sloping path leading to the building and the public entrance is level with the path. For workshops including Calligraphy, Printmaking, Egg Tempera, Illumination and Wheat Weaving, access is via wooden stairs to the upper level, which some people may find a little steep, however, have been approved for Health and Safety.
4. So that you have an authentic experience, the seating in the upper level is on wooden benches and you may like to bring a cushion.
5. There is a pay and display car park at the Quay, very near the Centre building.

PLACES

1. Places are allocated immediately after payment.
2. Each subject workshop has a limited number of students. When a workshop is full you will be offered an alternative workshop date and your payment will only be taken if you accept this alternative.

CANCELLATIONS

1. Refunds are made on individual consideration but generally only if someone can be found to take your place.
2. Workshops are only cancelled in extreme circumstances, in which case all monies are refunded.