

## Booking Conditions

**Please read over all of the booking conditions and further information before signing and returning your booking form.**

### BOOKING & PAYMENT CONDITIONS

- Spaces can be **booked** by completing and signing the booking form and returning to Scottish Youth Theatre. All bookings are first come/ first served.
- Spaces can be **reserved** by telephone. However please note that all parents will be required to sign and return the booking form within seven days of making your telephone reservation.
- Forms can be accepted by post, fax or in person. Forms can also be accepted by email, however please note that a parental signature is required before the first class (email bookings without parental signature should be returned by post within seven days following the booking).
- **Payment** – classes can be paid either in full or in two equal instalments (one on booking and one half way through the term). Fees can be accepted in cash, cheque or by credit/ debit card. If you wish to discuss other payment options (eg. Monthly or weekly instalments or paying by standing order) please contact us on 0141 552 3988.
- **Fees – Fees** – A ten week term of **drama** classes costs £100 per term, £10 per week. A ten week term of **dance** classes costs £50 per term, £5 per week. A ten week term of **singing** classes costs £75 per term, £7.50 per week. Please note that the full term must be paid in full by week 6 of the term (week 10 if pay weekly) of the term. If you opt to pay weekly, you are liable to pay full fees (minus applicable discounts) including any weeks missed due to absence.

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| <ul style="list-style-type: none"><li>• <b>Family discounts</b> – if you have two or more siblings attending classes, please note that the <b>first child pays in full</b> and any <b>additional siblings receive a 10% discount in fees.</b></li></ul> |
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- **Cancellation** – It is at Scottish Youth Theatre's discretion if refunds are issued should you withdraw from classes. Generally we are unable to offer a refund, however if you withdraw prior to week 3 of the term and we are able to re-allocate your space, we will issue a refund for classes not attended. After week 3, we regret that any fees cannot be refunded. If you opt to withdraw after week 3 of the term, all outstanding fees for the term must be paid in full.
- In the event of a class being fully booked when we receive your booking form, Scottish Youth Theatre will endeavour to allocate an alternative space in a class suitable to the participants age. If this is not possible we will return or refund any fees paid.
- Scottish Youth Theatre reserves the right to cancel any class with insufficient numbers. In this instance, we will endeavour to allocate an alternative space in a class suitable to the participants age. If this is not possible we will refund any fees paid. PLEASE TURN OVER . . .

### **FURTHER INFORMATION**

- Scottish Youth Theatre classes are intended to be productive and enjoyable for everyone attending. We therefore reserve the right to remove/ bar participants on the grounds of disruptive behaviour, repeated late coming or unexplained non-attendance. This is for the benefit of the majority of participants who are committed to getting the most out of their time at Scottish Youth Theatre.
- Scottish Youth Theatre is not a casting agency – our main aim is to provide an enjoyable & educational theatre arts experience for all of our participants regardless of whether they see drama as a potential career or just an enjoyable hobby. From time to time, however we are contacted by film & television companies who are looking to cast young actors. Often the director or a casting director will observe one of our workshops or they may ask us to nominate candidates for a more formal audition. Scottish Youth Theatre will of course contact parents with regard to any auditions or work offered. If you are interested in your young person being considered for casting, please tick the appropriate box on the booking form and enclose a recent passport sized photograph. Due to the volume of participants in classes, we regret that we cannot remove photographs from previous booking forms, however photographs can be handed in during the term for us to attach to your form.
- Occasionally, Scottish Youth Theatre may need to change the venue of classes. In this instance we will let participants and parents/ guardians know in advance.

### **CONTACT DETAILS**

**By post –** Scottish Youth Theatre  
The Old Sheriff Court  
105 Brunswick Street  
Glasgow  
G1 1TF

**By email –** [artsadmin@scottishyouththeatre.org](mailto:artsadmin@scottishyouththeatre.org)

**By telephone –** 0141 552 3988

**By fax –** 0141 552 7615