

# AWAY DAYS: TERMS & CONDITIONS

## DETAILS & COSTS

OPTION 1: 2hr session focusing on team building, which gives participants the opportunity to model their own Gromit + work in groups to create a team mascot out of clay.

- Maximum of 15 participants
- Cost: £750 + VAT

OPTION 2: full Away Day package, which runs for around 6hrs (but can be tailored accordingly) includes model making (Gromit face & Morph), storyboarding, and shooting a short stop-frame animated film. The session can focus on team building and either communication or leadership.

- Maximum of 80 participants
- Costs:
  - £1,250 for up to 25 participants
  - £50 per head for 26-80 participants

These costs include the following:

- Worksheet PDF files
- Assets for promotional use: stills, logos and character cut outs

The following costs are not included and you will need to provide these items:

- Workshop materials
- Venue booking and any related costs associated
- Crew expenses, including: travel, subsistence and accommodation (if necessary)

## CANCELLATION POLICY

We require payment in full for the workshops 14 days before your event start date. Failure to do so can result in cancellation of the event.

- If you cancel 14 days in advance of your event, there will be no charge
- If you cancel after 14 days you will be required to pay 50% of the total cost of the workshops

## CREW EXPENSES

Travel Expenses

- If your location is more than 10 miles outside of central Bristol (BS1 6UN) then we will charge a fee for petrol or train tickets.
- We will book any necessary train tickets on your behalf and include the costs on the invoice for your event. The tickets will be purchased on [www.gwr.com](http://www.gwr.com), so it is advisable to check the cost from Bristol Temple Meads to your location before booking a workshop. We will agree the costs for train fares with you prior to purchase.
- Note: If you cancel the workshop after the tickets have been booked, you will still be required to pay these costs in full.

Accommodation costs (if applicable)

- If your location is too great a distance for our crew to reach in a day and back from our Bristol location we will require you to cover the cost of accommodation. If multiple days are booked you will need to provide and pay for accommodation for the duration of the booking.

#### Subsistence

- The crew will require food and drink which we will charge for separately after your event has taken place. We can provide receipts to show how much has been spent.

#### WORKSHOP MATERIALS

The cost of the materials will vary depending on the size of your group, and the package that you book with us.

- Clay: We will provide you with a breakdown of the colours and quantities. You will need to order the clay for the workshops directly through our supplier [Newclay](#). They will deliver the clay directly to you, but please contact them before booking a session to confirm the full cost you will be charged, including delivery. You can get in touch with them at: [sales@newclay.co.uk](mailto:sales@newclay.co.uk)
- Other Materials: You will also need to order the following (prices will vary depending on where you purchase these from:
  - Toothpicks: enough to share between around 5-6 participants per session
  - Baby wipes: enough to share between around 5-6 participants per session
  - Takeaway bags: enough for 1 per person
- Printed copies of the accompanying worksheets (we will provide you with the files)

#### TECH

We will require you to provide the following tech for the workshop:

- iPads or tablets: enough to share between around 6 participants. This is for the stop frame animation activity.
- [Animate It! app](#): this needs to be installed on the iPads prior to the session
- Wi-Fi connection
- A Screen or projector that can be connected to a Dell laptop for our crew to show a PowerPoint presentation
- A speaker to connect to the laptop