

TERMS & CONDITIONS

COSTS

For a school / charity: £575 + VAT

For a festival / event: £750 + VAT

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.

The costs include the following:

- Visit from a member of our crew for a full day
- Up to 3 workshops
- 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

- 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

WORKSHOP MATERIALS

The cost of the materials will vary depending on how many sessions you run, and how many participants you are expecting.

Model Making:

- 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
- 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.

Storyboarding

- Pens, pencils, erasers, spare sheets of A4 paper
- A flipchart or large white board
- Print copies of the accompany worksheets
- A screen or projector to play videos from a laptop

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, 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 the model maker 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 workshops.

Subsistence

- The model maker or story artist 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.