

Jasmin Vardimon

Workshop Booking Form

Thank you for your interest in booking a workshop with Jasmin Vardimon Company.
To assist our admin staff and dancers in preparing for your workshop, please answer the questions below.

Please note the final page of this document requires you to confirm the booking and acknowledge certain responsibilities as the workshop host. Please do not hesitate to contact us if you have any queries about this, or any other aspect of your booking. **Tel: 01273 645266 Email: yesterday@jasminvardimon.com**

Preferred workshop date/s: Preferred time:

Name of school/college/group/venue:

Contact name and position:

Contact phone number(s):

Fax number: Email:

What is the best way to contact you? (Please circle)

Phone Email Fax

If the phone is the best way to contact you please let us know what time/s of the day is best to call.

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Address of workshop venue:

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Directions

Please provide details of directions to your workshop venue. It is helpful for us to know the nearest train station and motorway junction to you. **Please enclose a map of the area surrounding your venue.**

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If the dancers arrive by train would you be able to offer a lift from the station? Yes No (please circle)

On arrival at your workshop venue is there a particular room our dancers should ask for, or will you meet them at the main reception?

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Venue

Please note that it is the responsibility of the workshop host to ensure that the workshop space is warm, clean and a safe environment in which to dance.

Please indicate the type of floors the dancers will be working on:

Sprung: Wooden: Other: (please specify)

Will the dancers have access to: CD player/iPod Dock: DVD player: (please circle)

Is it possible for the dancers to have access to the space 30 minutes prior to the start of the workshop to prepare?

Participants

Number of participants: **(Please note there is a maximum of 25 participants per workshop)**

No. in total No. of male No. of female

Age and level of study: (e.g. GCSE, AS, A Level Dance)

Previous dance experience:

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Please inform us of any breaks that may occur during the workshop:

If there is a second group taking part please complete the same information below:

No. in total: Male Female Age and level of study:

Previous dance experience:

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Are there any participants in your group with special requirements (e.g. due to physical or learning disability, medical condition, sensory impairment)? If so please provide details below:

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Please note workshops MUST be supervised at all times.

Workshop

Please summarise what you would like the participants to gain from the workshop and if you would like to meet any particular curriculum needs:

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Payment

Agreed fee.....

Dancers travel by second-class public transport (and will require overnight accommodation, and per diems where necessary). **Expenses for these items will be recharged to those booking the workshop in addition to the above fee.**

Please book well in advance so we can obtain the best possible deals for travel. We require at least three weeks notice in order to organise a workshop.

Cancellation: Please note that if you cancel your workshop you may be liable to pay part, or all, of the fee; plus any travel or accommodation costs incurred. If you cancel 28 days or more before confirmed workshop date you will only be charged travel and accommodation cost incurred. If you cancel between 27 and 8 days before your confirmed workshop date you will be charged 50% of the total agreed fee plus any travel and accommodation costs incurred. If you cancel within 7 days of your confirmed workshop date you will be charged 100% of the total agreed fee, plus any travel and accommodation costs incurred.

Agreement

I confirm that I have read and understood all of the information provided on this form.

I agree to ensure that the workshop space is clean, warm and safe for all those participating in the workshop.

I agree to ensure that my group is supervised at all times.

I agree to pay the specified fee, plus expenses on completion of the workshop.

I understand that if I cancel the workshop I will be liable to pay any travel or accommodation costs incurred, and a cancellation fee for the workshop if cancelled within 27 days of the confirmed date.

I acknowledge that any injury caused to the participants under my/the host venues care is not the responsibility of the Jasmin Vardimon Company.

Signed:

Date:

On behalf of: (name of school/group/venue)

Please return this form as soon as possible to: Jasmin Vardimon Company,
c/o South East Dance,
28 Kensington Street,
Brighton BN1 4AJ.

A member of our staff will be in contact to finalise all details and confirm the proposed workshop. If you have any further queries please call 01273 645266 or email yesterday@jasminvardimon.com