

# Woolly Wormhead

unique & original woolly Hat designs

## Workshop Terms & Conditions

### Rates

£60 per hour for workshops; a minimum of 3 x 3hr (or 1 x 3hr + 1 x 6hr) workshops is now required to make the most of travel, planning and preparation. Travel/accommodation expenses will be paid by the venue/organiser.

### Hat Clinic

An hourly rate isn't charged for the Hat Clinic, and it will only be booked alongside a minimum of 2 x 3hr workshops. Travel expenses and accommodation will be covered by the venue, and patterns will be available either in print (purchased wholesale in advance by the organiser) or through digital sales (coupon codes on postcards or Ravelry In-store sales; wholesale rate of 40% discount will apply)

### Travel/Accommodation

I am happy to book any travel required, and will make every effort to find the most affordable travel. Unless otherwise agreed, accommodation will be arranged by the organiser. Payment for travel/accommodation is usually required prior to the start of the workshop.

### Booking

To book a workshop, please download the workshop outline for each class you are interested in, and then send me an email to the address below with dates and details of the courses you wish to book. Once we have agreed a date, the booking is confirmed, and any cancellation will require 2 weeks notice.

In the event of cancellation any outstanding travel expenses will be invoiced immediately. Cancellations made with less than 2 weeks notice will also be invoiced for 50% of the agreed fee.

### Tours

I regularly run tours whereby I travel to a number of shops and events to teach, or run my Hat Clinic. These tours generate a lot of interest and classes usually sell out early. When booking a tour I take into account the event's location, and travel costs are usually split between various bookings to reduce expenses

### Equipment/Homework

Details of all required materials and/or homework are provided in the workshop outlines for each class. It is the event organisers responsibility to ensure this information is passed onto class participants, and that all participants arrive fully equipped so that the workshop starts and runs on time. Organisers may wish to include the cost of materials in the workshop fee, or ask participants to arrive early should they wish to purchase items beforehand.

### Handouts

Each student will receive professionally edited and printed workshop notes covering all aspects of the class and more. Where classes have greater than 10 students, the event organiser will be required to cover the cost of additional printing at a rate of £1 per handout.