

THE LORNA KNIGHT SEWING ACADEMY

BOOKING FORM

Name:

Address:

Telephone:

Email:

Workshop Title:

Date:

Venue:

Amount £ _____

Payment Method

Cash

Cheque

(please pay 'Lorna Knight')

Bank Transfer

sort code: 30-14-69 account: 18225260 Mrs L Knight

Terms and Conditions

A booking is made when we receive your booking form and remittance and in return, you have received a confirmation letter/email/receipt. This will be on a first come, first served basis.

All workshops must be paid for in full and in advance.

Cancellations

Refunds will be issued on the following basis:

| | | |
|---------|--------------------------------------|-----------------------------|
| By you: | Notice of 14-28 days prior to course | 80% of course fund refunded |
| | Notice of 7-13 days prior to course | 60% of course fund refunded |
| | Less than 7 days notice | Nil |

By us: If we have to make unavoidable alterations to our programme you will be informed immediately, when an alternative date can be arranged or a full refund will be given.

Please note – if you think you may have Covid-19 symptoms on the day of a workshop, please do not attend. Your payment will be transferred to another session and you will not be charged for late cancellation.

Please post Booking Forms to:

Lorna Knight, The Lorna Knight Sewing Academy

Colstone Rock Cottage, Clerks Bank, Ipstones, Stoke-on-Trent, ST10 2LQ