

## Private/Non commercial Workshops & Parties

### Booking Terms & Conditions for Zippy Zappy Parties & Workshops

1. A non refundable 50% deposit is payable via BACS once your date is confirmed & to guarantee & secure your Booking. Full payment is due for bookings made if 3 weeks or less notice.

**Please note:** The ideal minimum booking notice is 6 weeks to ensure your booking date can be honoured.

2. A receipt for your deposit & an outline of your requirements is e-mailed. Communication via e-mail & telephone up to the day of your booking.
3. All balances are payable via BACS:
4. For private/non commercial Workshops/Parties: Balances due 5 working days prior to your booked date
5. All receipts are issued electronically.
6. **Cancellation:** If notice received **via email only** is made 3 weeks or more prior to your booked date 50% of the final balance is refunded.

Less than 3 weeks prior to your booked date 25% of the final balance is refunded

**Payment terms & condition must be adhered to unless otherwise discussed & agreed in writing.**

**Please ensure you read our terms & conditions in full**

I have read & understood clearly the above terms & conditions (please tick)

Please Print & Sign your name(s).....Date.....

Zippy Zappy Painted Pots & Parties is an independent, fair & ethical small business & relies on individuals & small, medium & large organizations to respectfully make payments for goods/services we provide as per the Terms & Conditions set out in this document above.

**Commercial Events:** Festival Organizers, Media Companies, Event Planners, Not For Profit Organizations, Schools, Scout/Guide Movement, Care Homes, Later Living Organizations please request an information pack to include full Terms & Conditions.