

# Terms and conditions for training courses and events

### **Updated March 2018**

As the professional development body for theatre, dance and opera in Scotland FST delivers a programme of training events at venues around Scotland throughout the year. In order to make these events as accessible as possible we deliver many activities for free or at subsidised rates.

### Cancellation policy

We need to secure bookings and commit to delivery of events in advance so any late cancellations or no-shows will incur costs.

### For paid events:

- Any cancellation made within 7 working days of the start of the course will incur a charge of 50% of the course fee
- Any cancellation made within 48 hours of the start of the event or no-show on the day will still be charged the full cost of the course

#### For free events:

• A non-attendance fee may be charged if you book a place at an event but do not attend on the day – see individual event listings for details.

## Special access requirements

We'll do our best to make sure we run our events in venues which are accessible to everyone, but if you have any special access requirements please let us know in advance so that we can make provision for you on the day.

# Liability

Please look after yourself and your property when attending our events. FST will not accept responsibility beyond that imposed by law for any loss or damage to personal property or any personal injury suffered by anyone attending or connected with the training course.

### Photography at events

We may take photographs at the events to use in promotional materials, on the FST website or social media channels. If you are not happy to be included in these photos, please let a member of FST staff know on the day.

If you have any queries about any FST training events please contact Fiona McCurdy, Training and Development Manager on <a href="mailto:fiona.mccurdy@scottishtheatre.org">fiona.mccurdy@scottishtheatre.org</a> or 0131 248 4842.

FST reserves the right to amend these terms and conditions at any time, so please check terms each time you book an event.