

2008 FOR SCHOOLS TERMS AND CONDITIONS

1. **atyp** cannot guarantee being able to run a workshop unless there are 15 working days between submission of booking form and workshop date. A confirmation will then be sent, followed by an invoice.
2. A **non-refundable \$50 deposit** is payable with your booking & full payment by cheque **must be** paid no later than 2 weeks prior to workshop or production.
3. Latest date for cancellation is **1- WEEK** prior to the workshop commencement. If a workshop is cancelled within the week of booking the full fee is charged.
4. The booking is made on behalf of the school and the school accepts liability to make payments on the due dates.
5. If **atyp** is visiting your school, you must provide a large, clear workshop/studio/theatre space.
6. **atyp** requests that the teacher in charge (classroom or subject teacher) always attends **atyp** workshop event for schools. **atyp** tutors are instructed not to teach students should the teacher be absent for any reason.
7. Max of 20 students and a Min of 2 hours per single workshop booking.
8. Changes to student numbers must be in writing and no later than 4 weeks prior to the performance or workshop.
9. As **atyp** tutors are professional artists we reserve the right to make last minute substitutions.
10. All participants must follow safety instructions as we do not accept liability for personal injury.
11. **atyp** reserves the right to exclude anyone who poses a disciplinary problem to our tutors/staff/participants.
12. **atyp** reserves the right to make archival photo and/or visual recordings of workshops for inclusion in **atyp's** archives & for use in promotional materials.

GUIDELINES FOR TEACHERS

1. Teachers are asked to leave the organisation, discipline and running of the **atyp** for schools workshop to the **atyp** tutor. Any intervention should be negotiated with the **atyp** tutor in advance except in exceptional circumstances when either people or property are under threat.
2. Any alteration to the running of the program must be discussed with **atyp** in advance of the commencement of the workshop.
3. Teachers are asked to act as observers or participants only.
4. Teachers are asked to commit their focus to the **atyp** for schools workshop: marking, reading, talking or working on a lap top during the workshop is distracting to both the **atyp** tutor and the participants.
5. Teachers are asked to complete an **atyp** feedback form; downloaded from www.atyp.com.au and faxed (02 9251 3909) to **atyp** following the workshop.