



# **Workshop & Training Classes Terms and Conditions**

**Important - Please Read**

Amended April 2016

All Workshops and Training courses organised by Lex Arthur Cob Ltd are for educational and development purposes only.

Workshops organised by Lex Arthur Cob Ltd can be deemed as mini showcases, and are also intended to inform you about the industry by well chosen industry professionals.

Training Classes (Coaching) organised by Lex Arthur Cob Ltd are intended to equip you with the necessary and practical tools needed to hone your craft, inspire you to create an identity as a performer and to achieve your goals. They are designed to increase your quality of performance.

All training sessions are run by **The ICA Club**, part of Lex Arthur Cob Ltd.

Confirmation and receipt of purchase will be sent to you by email upon booking a space within 24 hours. If you have not received your confirmation and receipt, please email [enquiries@lexarthurbob.com](mailto:enquiries@lexarthurbob.com) to enquire. This may be in the form of a sales receipt or by email confirmation.

You do not require a Paypal account to be able to book a space for a workshop or course. Payment can be made by debit or credit card direct to our bank account, or through a Gocardless Account if instructed to do so.

Notification of the number of spaces left for a workshop will be published on the workshop page.

If you make a payment and the workshop is fully booked, your payment will be returned to you in full. Please allow up to seven (7) working days for the refund.

### **Cancellation**

If you change your mind about attending a workshop or course, or perhaps you are unable to attend a workshop or course you have paid for due to unforeseen circumstances, you must notify us by emailing [enquiries@lexarthurbob.com](mailto:enquiries@lexarthurbob.com) within seven (7) working days of making your payment.

**There is a cooling off period of Seven Days from payment. This is to allow you to request a refund should you change your mind.**

### **PLEASE READ BELOW CAREFULLY**

Please note that the workshops and coaching sessions are based on numbers. Therefore, if we are unable to provide the service due to attendance, you will be offered the option of a refund, or alternative dates of future sessions.

Should the workshop or class be cancelled due to other unforeseen circumstances, you will be notified by email at least (24) hours before the commencement of the workshop or class, and a refund will be offered. Should you decline the refund, then you will be scheduled for the next available date.

If for any reason you are unable to attend a workshop, or training session due to unforeseen circumstances, and you are outside the cooling off period, or payment was made and received within (7) working days of the commencement of the workshop or

coaching block, then you must provide a written reason for not being able to attend by emailing Lex Arthur Cob Ltd on [enquiries@lexarthurbob.com](mailto:enquiries@lexarthurbob.com) at least (24) hours prior to the commencement of the workshop or class.

At this stage, a refund cannot be issued, but your payment can be transferred onto the next workshop or coaching session. This will be communicated to you either by telephone conversation, email or text.

If the workshop or coaching session/block is a one off arrangement where there are no future dates, then a refund will be issued with a 25% service charge deduction.

If there are future dates, then you will be given THREE chances of dates to transfer the booking fee, after which if not accepted, you will forfeit your fee. The options may not necessarily be run by the same industry professional.

Lex Arthur Cob Ltd will also have THREE chances to provide the service to you if the initial session was cancelled by us due to unforeseen circumstances under the same conditions above.

Should you disagree in the first instance, then a full refund of your payment will be issued to you no later than (7) working days from disagreement. Should you agree to transfer the booking fee in the first instance, then you will lose your right to claim a refund at this stage.

Finally, if Lex Arthur Cob Ltd fails to provide the service after three transfers, then a full refund of the booking fee will be issued no later than (7) working days from the third promised date.

### Attendance

It is your sole responsibility to research the location, venue and time of the workshop. You will endeavour to attend on time. Lateness to organised workshops will not be tolerated and no excuses will be accepted. Entry to the workshop will be at the sole discretion of the Leader of the workshop.

Failure to attend a workshop will not result in a refund of the booking fee.  
Failure to attend a training session once booked, must be communicated to Lex Arthur Cob Ltd prior to the commencement of the training sessions.

In the case of Training Classes, Lex Arthur Cob Ltd shall not be held responsible for any slots unattended. It is at the sole discretion of the Coach to decide on whether it is feasible for a one to one catch up session to be held with you.

### Workshops

The workshops organised by Lex Arthur Cob Ltd may involve duologues with feedback, physical theatre exercises, performance techniques (Stanislavsky, Alexander, Lecoq, Laban, Meisner), vocal exercises and dialect workshops. Details on the type of workshop will be published on the workshop page.

Upon booking, you will be notified on what to bring with you (Monologues, Printed CV, Head shots if needed) no later than two (2) days before attending the workshop.

### Scripts

If the workshop is a duologue, scripts with scenes will be sent out to you no later than two (2) days before the workshop. You will also be notified of the character you will be playing and who you will be paired with.

### Etiquette/Behaviour

As part of our promise to you, we work hard to secure working relationships with Casting Directors and Coaches solely for the development of our Actors Careers. It is important that you exercise good behaviour at all times.

No Food except Drinking Water will be allowed in the studios at any point in time during workshops. If the workshop is scheduled for more than two (2) hours in a given slot, then a ten (10) minute break will be given by the Workshop Leader to allow for refreshments outside the studio space.

The studio must be left clean at all times. This means that it is the actor's responsibility to remove all empty drinking water bottles from the studio space when leaving and properly dispose of in designated bins outside the studio.

Casting Directors and Coaches must be addressed as they prefer to be addressed. There will be no exchange of business cards and phone numbers during or after workshops.

Chewing gum will not be allowed in the studio space.

### Clothing

You must wear loose fitting clothing for the workshops. This is to make it easy for you to move during exercises. A T-Shirt and Jogging Bottoms with Trainers or Plimsolls are examples of what you can wear.

### Personal Hygiene

This will be a working environment with other peers. It is only fair that good hygiene is maintained at all times for the benefit of all.

### Q and A's

The format of the workshop is entirely at the discretion of the Leader. The Leader will specify how she/he intends to run the session. Questions should only be asked when permitted by the leader.

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