

Cadenza Course Booking Form

To be completed by the group contact in block capitals.
Please place your details first, and include contact details.

Course start date _____ Number in group _____

Names and details of other members of group
Include addresses and/or emails if they are to be sent joining instructions.

Full name:	(1)	(2)
Address:		
Postcode:		
Email:		
Phone:		
Mobile:		
Special req:		

Full name:	(3)	(4)
Address:		
Postcode:		
Email:		
Phone:		
Mobile:		
Special req:		

Full name:	(5)	(6)
Address:		
Postcode:		
Email:		
Phone:		
Mobile:		
Special req:		

Amount of cheque _____ (for entire group)

Fees due:

- £45 per person (supplement applies for groups smaller than 4)
- Booking 6 weeks or less before course start: full fee required.
- Booking more than 6 weeks before the course start: 50% deposit to reserve places, remainder within 4 weeks of course start.

Signed _____ Date _____

By signing this form I consent to having my details held on record. They will only be used by Cadenza.

Please return the completed form and cheque to:
Cadenza Holidays Ltd, 174 Windmill Road, Ealing, London, W5 4BT

Cadenza Holidays

Booking Conditions

1. Enquiries, reservation and booking

We are happy to answer enquiries about booking by phone or email. Places are confirmed by receipt of a booking form and cheque. Places can be reserved for three working days pending receipt of booking form and cheque. If the course is full, you can go onto a waiting list if you choose.

2. Group contact

Each group should nominate a group contact. Cadenza will communicate with the nominated group contact. Cadenza will expect cheques from, and send receipts and any refunds or programme changes to that contact. The group contact should provide the names and any special requirements of the other members of the group. If contact details (address and/or email) are provided then Cadenza will send the other participants final joining instructions, otherwise this is the responsibility of the group contact.

3. Payment

If you are booking six weeks or less before the course starts then the full fee is required, otherwise you can reserve your places with a 50% deposit. If you pay a deposit, full payment is required within 4 weeks of the course start or your place may be allocated to a group on the waiting list (the group contact will be notified before this happens).

4. Cancellation

Any cancellation must be made in writing (or by email) prior to the start of the course. A refund may be applicable, see the section on refunds below.

5. Change of group

You may change the membership of your group at any time before the course starts. We will try to accommodate changes to the number of people in your group; please give us as much notice as possible; additional fees may apply. Changing the date of your course counts as a cancellation and rebooking, but we will give you a 100% refund if we can fill your places on the original course.

6. Guests for meals

Please let us know at least a week in advance if you wish to bring any guests for meals. If there is space there will be a fee of £15 per head, payable in advance.

7. Refunds

Refunds are made to the group contact.

- If the course is cancelled by Cadenza then 100% of payments are refunded
- If your group cancels more than 6 weeks before course start then 80% of payments
- If less than 6 weeks before course start then 20% of payments
- If less than one week before course starts then no refund
- But if we manage to fill your place from the waiting list you will get an 80% refund.

8. Special requirements

Please let us know of any special dietary, physical or medical requirements any member of your group have in the space provided on the booking form, we will try to accommodate them. Please give us as much notice as possible. If the requirements may be difficult for us to meet then please let us know at the time of booking.

9. Menu

There will be a single menu with no choices. There will be a vegetarian alternative if requested at least a week in advance. We expect to publish an outline menu about two weeks prior to the course start; you may wish to check if the vegetarian alternative would be preferable. We will endeavour to meet more specific dietary requirements if advised at least a week in advance but cannot guarantee to do so. Unfortunately we cannot cater for those with severe food allergies.

10. Cadenza Holidays:

- a) Accepts no responsibility for loss, damage or theft of instruments or belongings
- b) Reserves the right to alter tutors but will, when possible, advise you of this
- c) Reserves the right to cancel any course; we will give you as much notice as we can, and will refund any monies you have paid
- d) Reserves the right to vary the programme without notice and to refuse any application for a course without giving a reason
- e) Takes no responsibility for printing errors.