



## Actor Workshops Terms and Conditions

### 1. Definitions

- 1.1 In these Terms and Conditions the following definitions apply:
- 1.2 "Coach" refers to Emily Lee who is teaching the Client at Speaking Voices
- 1.3 "Client" refers to yourself who is receiving the workshop
- 1.4 "Workshop" refers to the tuition given to the Client

### 2. General

- 2.1 Booking any workshop from Speaking Voices is a form acceptance of these terms and conditions
- 2.2 These terms and conditions relate between the Client and Coach.
- 2.3 If any part of these conditions is held to be illegal, invalid or unenforceable in any respect such invalidity, illegality or unenforceability shall not prejudice the effect of the rest of these conditions to the extent that they are valid, legal and enforceable.

### 3. Workshops

- 3.1 All Workshops between the Coach and Client will be Face to Face.
- 3.2 All Workshops are approximately 3 hours.
- 3.3 Workshops will have a maximum class size of 12.
- 3.3 Workshop given to the Client are for educational purposes and are not to be redistributed.
- 3.4 The date and time of the Workshop will be booked by the Client via the online booking system. A text and/or email confirmation will be sent to the Client after booking with the time and date of workshop as well as the location of the studio.
- 3.5 Reminders for the Workshop will be sent via text and/or email up to the date of the Client's Workshop.
- 3.6 If the booking system via the website does not work, bookings can be made to [hello@speakingvoices.com](mailto:hello@speakingvoices.com) and must pay the monies owed to the following details, account number **28728826** and sort code **236972**, payable to Speaking Voices.

### 4. Exchanges and Refunds

- 4.1 All Workshops are non-refundable.
- 4.2 Exchanges for another different time or date of workshop is allowed.
- 4.3 If the Client wishes to cancel and rearrange their Workshop that they have booked, 48 hours need to be given in advance of the Workshop time starting.
- 4.4 Exchanges for a different named workshop that the client has booked under is allowed.
- 4.5 If the Client cancels within 48 hours, then the Client will lose that Workshop that they have paid for and booked.
- 4.6 No adjustments shall be made for time lost because of late arrival by the Client.
- 4.7 If the Coach needs to cancel a Workshop, the Client will be informed and the Workshop will be rearranged.



4.8 A Workshop may end with immediate effect by the Coach, if the Coach notices any inappropriate behaviour by the Client or actual potential conflict of interest.  
4.12 It is the Client's responsibility to engage during the Workshop and book weekly workshops to ensure that they see an improvement in their progress.

## **5. Block Packages**

5.1 Workshops can be booked as a single lesson or as a block package. Block packages are set up as 5 or 10 workshops for the Client to book as and when they feel is convenient.

5.2 If the Client has paid for a block package Body, Breath and Voice (5), the Client has 6 months to use all the workshops from when they book their first lesson.

5.3 If the Client has paid for a block package Body, Breath and Voice (10), the Client has 12 months to use all the workshops from when they book their first lesson.

5.4 Any workshops that has expired past the given date will be disregarded.

## **6. Discounts**

6.1 Discounts are only given to email subscribers who have subscribed to the Speaking Voices emails.

6.2 Discounts can vary from seasonal discounts to the company's annual anniversary.

6.3 Discounts are given upon the company's discretion.

6.4 Only one coupon code can be redeemed per person.

6.5 The coupon code on the email must be entered into the 'Have a coupon code?' field on the booking page for the discount to be deducted from the order.

6.6 The Expiry time and date of discount will be stated on each email provided.

6.7. Discounts will not be added to the block packages as they are already discounted.

## **7. Law**

7.1 These Terms and Conditions and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England & Wales.

7.2 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

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