

## Workshop booking conditions

- Workshop places are allocated on a 'first come, first served' basis. Your place is not guaranteed until we have received full payment.
- Payment can be made in the following ways:
  - Through Paypal during the booking process.
  - Directly through the Paypal website to our account email:  
[karen.bird@kent.gov.uk](mailto:karen.bird@kent.gov.uk)
  - By cheque made payable to 'Kent County Council' and sent to:  
**Kent Sport**  
**Worrall House**  
**30 Kings Hill Avenue**  
**Kings Hill**  
**Kent**  
**ME19 4AE**  
Please note that the cheque must have the name of the course and attendees written on the reverse.
- Kent Sport reserves the right to cancel a workshop due to insufficient numbers. If a workshop is cancelled then a full refund will be given or the attendee may choose to attend another workshop on a different date.
- Attendees that arrive more than 15 minutes late to a workshop may not be granted access or receive a certificate. This will be left to the discretion of the tutor.
- We try to ensure all venues are accessible to all. However, if you do have specific access requirements, please indicate this in the appropriate space in the booking form or contact us using the contact details stated at the bottom of this document.
- If you are unable to attend your workshop then please notify Kent Sport as soon as possible as you will not be eligible for a refund or transfer if you do not notify us of your non-attendance before the workshop begins.

- Should a place be cancelled then the following cancellation policy will be used by Kent Sport:
  - If notice of the cancellation is provided to Kent Sport more than 2 weeks (14 days) prior to the workshop then a full refund will be issued.
  - If notice of the cancellation is provided to Kent Sport less than 2 weeks (14 days) prior to the workshop then a refund of half the price of the place will be issued, unless the place can be subsequently sold to another attendee.
  - If notice of the cancellation is provided to Kent Sport less than 1 week (7 days) prior to the workshop then no refund will be issued, unless the place can be subsequently sold to another attendee.
- The recommended minimum age for all workshops unless stated otherwise in the workshop description is 16.
- We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why you will find some equality questions on the booking form relating to age, gender, ethnicity and disability. We won't share the information you give us with anyone else. We'll use it only to help us make decisions, and improve our services.

## Contact

Should you have any questions relating to these conditions or any workshop organised by Kent Sport then please contact us through any of the following channels.

**Email:** [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk)

**Phone:** 03000 414001

**Twitter:** [@kentsport1](https://twitter.com/kentsport1)

**Facebook:** [cspkentsport](https://www.facebook.com/cspkentsport)