**Booking Policy and Terms & Conditions:**

1.Upon booking a residential workshop, a £200 non-refundable deposit is required with completed Booking Form, remaining balance is due 42 days before trip commences, should the balance not be paid in full by the specified time, Carla Regler Photography reserves the right to cancel the Booking and retain the deposit.

2.For Half Day Workshops, payment in full is required at the time of booking.

3.If a residential booking is made less than 42 days before the workshop commences, full payment will be required at the time of booking. Any cancellation made after full payment must be made in writing/by email. The date on the letter/email will allow Carla Regler Photography to calculate the cancellation charges: these are expressed as a percentage based on the total residential workshop price and are as follows; 42-35 days before departure 50%, 34 - 28 days before departure 75%, 27 days or less before departure 100 %. If the place cannot be filled the client is responsible for full payment.

4.Carla Regler Photography reserves the right to change any of the prices, service or other particulars at any time before we enter into contract with you. If there is any change, we will notify you before we enter into such contract. For the avoidance of doubt, as Carla Regler Photography is not party to any flight bookings you make yourself and has received no payment for the same, we will not refund the costs of your flight in the event of holiday cancellation. You are referred to clause 13 below.

5.Carla Regler Photography reserves the right to cancel any workshop/tour. If a change or cancellation is required, notice will be given by email and the client will have the choice of accepting the change, taking an alternative workshop (where of identical or lesser value, the difference in price being refundable in the latter option) or withdrawing from the workshop and taking a refund.

6.Where airport/hotel transfers are included in the cost of the holiday, such transfers are only included when participants travel on the flights specified by us. Participants arriving or departing on different flights will be responsible for their own transfer costs and arrangements. Flight booking is the client’s responsibility and Carla Regler Photography is not responsible for any expenses, loss or other damage caused to you by the acts or omissions of the carrier. You are referred to clause 13 below.

7.In the event of force majeure, occurring whether before departure or during the workshop, no refund shall be payable to the client. Force majeure is unusual and unforeseeable circumstances beyond our control such as war or the threat of war, riots, terrorist activity, civil strife, industrial disputes, natural or nuclear disaster, fire, flood or adverse weather conditions.

8.Carla Regler Photography assumes no liability for any act, error, omission, injury, loss, delay, mishap or damage to persons, or property arising from any cause during the course of a workshop, or in transit thereto. By booking with Carla Regler Photography the client acknowledges there is always an element of risk in any outdoor workshop.

9.Participants must be physically fit and capable of participating in said workshops and be fully and completely aware of any associated risks created by outdoor conditions of being in the field and weather. By Booking with Carla Regler Photography the client acknowledges they have read the above information and release Carla Regler Photography from any liability. Carla Regler Photography will assume no liability for any injury, illness, death or loss of personal, possessions or property, or expenses thereof related to any workshop.

10.If you have special dietary or other requests, you should inform Carla Regler Photography of these prior to departure. We will advise the relevant supplier of your requirements, but we cannot guarantee that such requests will be met, and will have no liability to you if such requests are not met.

11.The type of workshops we offer requires flexibility and allows for alternatives. For this reason the outline itinerary and holiday description must be taken as an indication of what may take place on the holiday, and not as a contractual obligation on the part of the company.

12.Carla Regler Photography does not accept liability for any loss or additional expense caused by delay or interruption to travel services through weather conditions, civil disturbance, industrial action, strikes, wars, floods, sickness or other causes beyond their control. Such losses or additional expenses are the responsibility of the passenger. See clause 7.

13.It is a term of the contract between us that you will obtain the appropriate travel insurance cover before you set out on the holiday (whether abroad or in the UK). The insurance must cover the loss, expenses and damages arising from, including but not limited to, the cancellation of the holiday (whether in whole or in part), personal accident and injury, medical and repatriation costs (for overseas holidays), loss of baggage and personal money and belongings and flight cancellations and delays.

14.All clients must be in possession of a valid passport and all visas, permits and certificates, including medical certificates required for the whole of the journey and the client accepts responsibility for obtaining the same. All information and advice given by us on visas, vaccinations, climate, clothing, baggage, special equipment etc is given in good faith.

15.Where courses take place in a variety of locations participants are free to use their own or any other method of transport and will be responsible for arriving at venues on time and for any parking or other charges incurred. Carla Regler photography will have their own transport and participants may, if they wish, travel in this and do so at their own risk. This does not represent the carriage of passengers for hire or reward.

16.In the unlikely event of the specified tutor being unable to attend due to illness or other circumstances beyond our control, another tour leader will be provided. If this is not possible, then the workshop will be cancelled and the provisions of clause 5 will come into effect.

17.The client must communicate any perceived failure in the performance of this contract on the spot to the tour leader thus giving the tour leader the opportunity to achieve a satisfactory solution.

By booking a workshop with Carla Regler Photography you are agreeing to accept all the above conditions.