## **TERMS & CONDITIONS**

- 1. Unless it is a long standing booking, payment in full is required to secure your booking of any room or workshop.
- 2. If you need to change or cancel a room booking, this can be done by contacting Hannah Firth by email on <a href="mailto:orcname">orknevsoprano@gmail.com</a>
- 3. If the cancellation is less than 24 hours in advance, the room booking cannot be refunded.
- 4. Payments for classes and workshops are final.
- 5. Orkney Music Rooms reserves the right to cancel or reschedule any workshop or event at any time. Should this occur a refund will be given if the new arrangements are unsuitable.
- 6. Private lessons are subject to the terms and conditions arrangements of the specific teacher.
- 7.The person who books the room, takes full responsibility for making sure that the Health and Safety Policy is adheard to, and takes responsibility for any minors in their group or any damage which occurs during their booking.
- 8. If any issues occur during a booking, Hannah Firth should be informed promptly on orkneysoprano@gmail.com/07999988143.