

# BOOKING & INFORMATION

Advance booking is essential for most classes and helps to avoid disappointment, particularly as many courses book up quickly. However look for the **P** for specific classes that you can drop into and pay on the day, providing the class is not full.

All bookings will be acknowledged by post or e-mail. In the event that a class or workshop is fully subscribed, your payment will be returned. Dance House reserves the right to make changes to the advertised programme, but will endeavour to make as few alterations as possible. All details are correct at time of going to print. Please read the Dance House Refunds and Exchanges policy.

## CONCESSIONS

Concessionary rates are available to anyone who is in receipt of income support or jobseeker's allowance, full-time students, under 16's, over 60's and Equity members. Concessions are available for all classes. Proof of status required at time of registration.

## SPECIAL OFFERS

There is a £5 discount for booking two or more courses (excludes workshops).

## PAY ON THE DAY

Several classes are marked with the **P** icon which denotes that you can drop in and pay for that particular class just before it starts, providing there is space. Pay on the day classes are £6.50 (£5.50) for 1 hour. Remember to come in plenty of time as this will be done on a first come, first served basis.

## LOVE DANCE GIFT VOUCHERS

Looking for an unusual gift? Dance House vouchers make ideal presents. Vouchers are available for single classes, workshops or courses.

## REFUNDS & EXCHANGES

If, after trying the first class of a course, you find it unsuitable, contact the office within the first two weeks and we can transfer you to a different course (subject to availability) or offer you a credit voucher - subject to an administrative charge at Dance House discretion. Please note refunds are not given for missed classes and will only be issued if a class has been cancelled by Dance House.

## HEALTH

Please inform your teacher, prior to class, if you suffer from any serious medical condition or injury. If in doubt, consult your doctor.

## VOLUNTEERS @ DANCE HOUSE

Dance House has a fantastic team of volunteers who love dance and who help to keep our classes and events running smoothly, as well as helping out with the unglamorous jobs like stuffing envelopes! As a registered charity the support of our volunteers is invaluable. We are always looking for new members to join our team - so if you have any spare time or expertise we'd love to hear from you.

Contact: [sorcha@dancehouse.org](mailto:sorcha@dancehouse.org)

## HOW TO BOOK

### BY POST:

Send your completed Booking Form and cheque/postal order (payable to Dance House) to:

Dance House,  
20 St Andrews Street  
GLASGOW G1 5PD

### IN PERSON:

Come to our Office @  
20 St Andrews Street

### BY CREDIT OR DEBIT CARD:

By calling Dance House on  
0141 552 2442  
Please have your card details  
ready. (£1 Booking fee applies)

If you have any queries about the classes or your booking, please call the office on **0141 552 2442** or email: [info@dancehouse.org](mailto:info@dancehouse.org)

# BOOKING FORM

January - March 2010

Please return to Dance House, 20 St Andrews Street, GLASGOW G1 5PD

Please write clearly in BLOCK CAPITALS

Name

Age

Date of Birth

Male/Female

Occupation

Address

Postcode

Email Address

Tel (Mobile)

Tel (Day)

Tel (Eve)

Have you previously attended a Dance House class? YES / NO

## COURSE / WORKSHOP BOOKINGS

| CLASS TITLE          | DAY                  | TIME                 | COST                 |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

DISCOUNT: Minus £5 if booking 2 or more courses (excludes workshops)

**TOTAL PAYMENT**

(minus discount)

£

I have enclosed a cheque for

£

Made payable to Dance House

Date

The information that you have provided will be held by Dance House in accordance with the 1998 Data Protection Act. If you do not wish to be added to the Dance House mailing list please tick

I have read and understand the Dance House Booking Terms.

**PLEASE NOTE**

Proof of concessionary status will be necessary at the first class attended.

