Workshop Information

Please read carefully as the terms and conditions have changed.

Workshops commence promptly at 10am so please arrive by 9.45am. The course will take place in the large gallery depending on the exhibition on display at the time.

If you have any queries or would like any further information, please get in touch with the Alfred East Art Gallery.

All areas are accessible to wheelchairs (through the library entrance) and there are disabled toilets (in the Library) and parking facilities. Please do let us know if you need any extra assistance.

How to Book

Places will be allocated on a first-come, first-served basis and your place on the course is not guaranteed until we receive both a completed booking form/data protection form and the full course payment from you. Due to a change in the terms and conditions, only the complete payment will be taken.

Please fill in both booking and data protection forms overleaf and return them to the address below along with payment or alternatively visit the Gallery. If you are booking for more than 1 workshop, please note that a separate booking form should be submitted for each. For extra copies of the booking form, please contact the Art Gallery.

Please keep this sheet for your own information.

NB: Not all workshops fill up before the payment date, so you are always welcome to enquire about the availability of places.

Cancellations

In the event that the Gallery Officer decides that there are not enough participants to run the workshop viably then all fees will be returned in full.

However in the event that the participant needs to cancel a workshop booking, the following applies:

Cancellations made after payment has been made, will only receive a refund of 75% if there is someone on the waiting list able to take the place. (25% of the fee will be retained to cover administration costs). If there is no waiting list, there will be no refund, although consideration will be given to transferring onto another workshop in the same financial year, if there are spaces.
Workshop Fees:
Please see individual workshop details for fees.

Payments in Person:
At the Alfred East Art Gallery, payments can be made in person by cash, card or cheque. All cheques must be made out to 'Kettering Borough Council'.

Card payments by telephone:
Full payments for a workshop can be paid by card over the phone by calling 01536 410333 and asking to be put through to a customer service assistant to pay for an Art Gallery Workshop. Please quote the reference code for the relevant workshop, as given in the brochure.

By Post:
Please post in the completed booking form and include the full payment by cheque, if this is not being paid in over the telephone. Cheques should be made out to 'Kettering Borough Council'.

Please address all correspondence to:
Art Workshops
The Alfred East Art Gallery
Kettering Borough Council
Municipal Offices
Bowling Green Road
Kettering
NN15 7QX

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