



**Event terms and conditions  
2020-2021**



International Schools Theatre Association  
Lakeside Offices, The Old Cattle Market, Coronation Park, Helston,  
Cornwall, UK, TR13 0RS

[www.ista.co.uk](http://www.ista.co.uk)

Registered charity no: 1050103

## **For schools booking festivals and TaPS**

- In order to secure places on an event the relevant booking form must be completed in full and submitted. Once submitted, you will receive a deposit invoice; this confirms your places. If payment of the deposit invoice is not paid within 28 days of the date of the invoice, ISTA reserves the right to cancel your place at the event.
- The deposit will be deducted from the final balance invoice upon registration. The deposit is non-refundable and non-transferable.
- We ask all teachers to regularly update us on student numbers.
- Registration must be completed during the registration window. These dates are noted on the specific event web page.
- ISTA reserves the right to cap numbers at events after the initial booking phase. We will do this no later than 14 weeks prior to an event.
- Failure to register within the allocated time slot will result in a late registration fee of GBP £150 being charged to your school.
- If you would like to make changes to your group once the registration window is closed you must first request approval from the event coordinator.
- Cancellations, replacements and/or potential additions to the group must be communicated directly to the relevant ISTA event coordinator via email and not to the host of the event.
- ISTA will issue schools with the final balance invoice once the registration window has closed.

## **For schools booking students for TaPS Online**

- In order to secure places on an event the relevant booking form must be completed in full and submitted. Once submitted you will receive an invoice; this confirms your places. If payment of the invoice is not paid within 28 days of the date of the invoice, ISTA reserves the right to cancel your places at the event.
- The registration fees are non-refundable and non-transferable, so please ensure that you have approval before making bookings.
- We ask all teachers to regularly update us on student numbers.
- If you would like to make changes to your numbers once booked, please inform the event coordinator by email.

## **For schools/individuals booking for IB workshops and PD&L events (including online)**

In order to secure places on an event, the relevant registration form must be completed in full and submitted. Once submitted you will receive an invoice; this confirms your place, and must be paid within 28 days of receipt.

### **Cancellation policy**

ISTA reserves the right to cancel an event due to insufficient enrolment and/or force majeure. In this case deposits and/or registration fees will be refunded in full. ISTA does not assume financial responsibility for travel expenses, hotel accommodation and any other incidental expenses incurred by participants due to event cancellation.

## **For schools booked for face to face TaPS and festivals WITH students**

- Schools who cancel for events twelve weeks or less prior to an event will be charged a cancellation fee of GBP £500. This is in addition to the withheld deposit.
- Cancellations for individual student registrations received after the registration window has closed (including no-shows) will be charged the full registration fee plus all other surcharges already invoiced.

## **For schools booked for TaPS Online**

- Cancellations after booking are non-refundable.

## **For schools/individuals booked for IB workshops and PD&L events (including online)**

- Teachers/individuals who cancel more than twelve weeks before the start of the event will be charged 25% of the total registration fee.
- Teachers/individuals who cancel less than twelve weeks but more than six weeks before the start of the event will be charged 50% of the total registration fee.
- Teachers/individuals who cancel less than six weeks before the start of the event (including no-shows) will be charged the full amount of the registration fees plus all other surcharges already invoiced.

## **It is the responsibility of the teacher in charge of a school booking to ensure that:**

- School administrations, business offices and parents are fully informed of our event terms and conditions prior to committing to an event.
- Cancellations are communicated directly to ISTA via email and not to the host school.
- The school understands that any ISTA booking is made on behalf of the school and not the individual teacher.

## **For AiRs (including online)**

- Schools who cancel an AiR more than twelve weeks before the start of the AiR will be charged 25% of the total fee.
- Schools who cancel less than twelve weeks but more than six weeks before the start of the AiR will be charged 50% of the total fee.
- Schools who cancel less than six weeks before the start of the AiR will be charged the full amount of the fee.
- If an artist has already paid for flights and any other necessary expenses (such as visas), then the school will be required to reimburse the artist in full, unless the artist is able to claim some portion of the payment back from the airline – in which case the school will still be required to reimburse any remaining outstanding portion of payments made. Schools are required to liaise directly with the artist in such occurrences.
- It is the responsibility of the teacher in charge of the booking to ensure that: school administrations and business offices are fully informed of ISTA's cancellation policy prior to committing to an AiR.

- Cancellations are communicated directly to ISTA via email – not to the artist.
- The school administration and business offices are informed that the agreement is with the school – not with the teacher in charge.

**Contacting ISTA** – for details of who to contact, please refer to the **specific event web page**.