

sketchbook

CREATIVE WORKSHOPS

Terms & Conditions of Sketchbook Creative Workshops

Updated January 2026

By booking clubs with Sketchbook Creative Workshops, parents/guardians agree to these terms and conditions, which may be updated at any time. Please note that continued participation in the clubs constitutes acceptance of any changes.

1. Booking and Payment

1.1 Termly Clubs are booked in term blocks, unless otherwise stated. Holiday Clubs are booked by the day.

1.2 Full payment for the term must be made at the point of booking either through the school or via the Sketchbook website. Attendance is not confirmed until payment is made.

1.4 Fees are non-refundable.

1.5 Changes to the programme, including changes of tutors, topics, materials used, dates or venues, are possible and will not result in a refund.

1.6 Bookings are transferrable at the discretion of Sketchbook Creative Workshops & only in instances where other equivalent Sketchbook Creative Workshops Clubs are available and have capacity.

1.7 By booking a club, the booker agrees to these terms and conditions on behalf of all participants, including any accompanying adults or children. The booker is responsible for ensuring all attendees are aware of and accept these terms.

2. Attendance

2.1 Absences should be reported before the session via email to rob@sketchbook.org.uk and to the relevant school office.

3. Health and Safety

3.1 Strict health and safety protocols are in place to minimise risks, and suitable equipment is provided.

3.2 Participation involves inherent risks. Sketchbook Creative Workshops is not liable for injuries resulting from disclosed or undisclosed medical conditions, poor behaviour, or lack of individual supervision, where required.

3.3 Medical emergencies will be handled by contacting emergency services and notifying parents/guardians, with costs borne by parents.

4. Behavioural Expectations

4.1 All participants, including parents, guardians, and children, must follow tutor instructions and behave respectfully, following the Behaviour Policy.

4.2 Disruptive behaviour may lead to a warning and consultation with parent/carer/s.

Continued issues will result in removal from the club, with no refund provided.

4.3 Sketchbook Creative Workshops reserves the right to exclude any participant if their behaviour negatively impacts others or compromises the safety of themselves, of any child or the group as a whole.

5. Release Policy

5.1 Children will only be released to the booker or emergency contacts listed at booking.

Parents/guardians must notify us of any alternative arrangements in advance via email and to the relevant school's office.

6. Clothing and Personal Items

6.1 Sessions can be messy. Participants should wear suitable clothing; Sketchbook Creative Workshops is not responsible for damaged clothing or belongings.

6.2 Parents must disclose allergies, sensitivities, AENs or any other relevant information for all participants at booking.

7. Food and drink

7.1 Sketchbook Creative Workshops is not responsible for any food or drink provided for holiday clubs.

7.2 Any snacks or food brought by participants is consumed at the attendee's own risk. Sketchbook Creative Workshops accepts no liability for allergic reactions, contamination, or other food-related incidents.

7.3 Please do not send your child with any sweets, chocolate, crisps, seeds, sesame, or nuts of any kind. We do not allow any of the above in our clubs.

8. Data Collection and Privacy

8.1 We collect essential data (e.g., participant's name, DOB, medical conditions) for operational purposes.

8.2 Data is securely stored and shared only with relevant school and tutor for safeguarding and medical emergencies and deleted upon course exit.

8.3 Compliance with GDPR and other applicable data protection laws is assured.

9. Intellectual Property

9.1 Collaborative artworks created during sessions may not always be available to take home; digital records will be provided where applicable. Sketchbook Creative Workshops may use artworks for marketing and retains exclusive rights to them, including the right to sell, distribute, and reproduce them.

9.2 No photographs which show any participant's face will be taken without explicit parental consent.

10. Programme Disclaimer

10.1 Clubs offer varied art and illustration projects, inspired by artists and creatives. Bookings will not be refunded if the activities do not meet personal expectations or preferences.

11. Venue Disclaimer

11.1 Sessions are booked for specific venues, details of which are available on our website. Sketchbook Creative Workshops may, at times, be required to change the venue, with reasonable notice to the participants.

11.2 Sketchbook Creative Workshops is not responsible for venue management. Concerns about venue conditions should be directed to the venue management.

12. Force Majeure

12.1 Sessions may be cancelled due to events beyond our control. Refunds for unused sessions or rescheduling will be provided at the discretion of Sketchbook Creative Workshops.

13. Indemnity Clause

13.1 Parents/guardians agree to indemnify Sketchbook Creative Workshops against claims or expenses arising from their or their child's participation in Sketchbook Creative Workshops activities, or from eating or from play activities at break times.

14. Limitation of Liability

14.1 Participation involves inherent risks, which are acknowledged and accepted by parents/guardians upon booking. Sketchbook Creative Workshops is not liable for accidents, injuries, or incidents, including those arising from the condition of venues or surrounding spaces managed by third parties.

15. Policies

15.1 Policies relevant to this agreement can be found on www.sketchbook.org.uk.
Operated by Sketchbook Creative Workshops.

Registered Address: B3 Clover House John Wilson Business Park, Harvey Drive Chestfield,
Whitstable, Kent, United Kingdom, CT5 3QZ.
Company Number: 16114365
VAT number 510355140