

## **Events Terms and Conditions**

### **Pricing**

All prices exclude GST, if applicable, and are quoted in AUD.

### **Booking Cancellations**

Cancellations received fewer than 20 days prior to the scheduled event will not be eligible for a refund, and the school will remain liable for any unpaid or outstanding invoices related to the booking. We encourage you to find another staff member to attend in your place to avoid forfeiting your booking.

### **Event Cancellation or Postponement**

Writer's Toolbox may, at its sole discretion, choose to cancel or postpone an event (in-person or online) due to low attendance or other unforeseen circumstances. In this case, we will notify you via the listed email address provided and attendees will be refunded.

### **Filming and Photography**

Documentation of the event, which may include video recording and photos, will take place. Any documentation from the event may be used in Writer's Toolbox media, including marketing, advertising, sales promotion, and publicity. By accepting the terms and conditions of this event, you agree your image may be used by Writer's Toolbox for any of the purposes listed above.

### **Personal Recordings**

Personal video recordings are prohibited during the event without permission from Writer's Toolbox.

### **Event Participation**

To participate in this event, you must be a registered teacher and be employed by a school on a part-time or full-time basis. We reserve the right to decline or cancel registrations we believe jeopardise the integrity of our events.

# WRITER'S TOOLBOX

## **Dietary Requirements**

Attendees are responsible for communicating any dietary requirements with Writer's Toolbox ahead of the event. Writer's Toolbox will take measures to meet attendees dietary requests but cannot guarantee all requests can be accommodated.

If you have any concerns, please contact [events@wtbox.com](mailto:events@wtbox.com).