**Terms and conditions**

* Bookings must be made at least one month in advance from the event date to allow members to draw up events
* Bookings can be made less than one month in advance under special circumstances down the discretion of the GlamSci trustee team
* All demonstrations and workshops that require experiments should be allowed at least 1 hours preparation time before the event is allowed to take place
* Payment for expenses will be submitted for consideration before the event.
* Deposits of £25 is required to book a GlamSci date which is non-refundable and deduced from final invoice
* 50% payment is required 2 weeks before the GlamSci event
* Reminding 50% payment is required to be settled in the period of 30 days after the event.
* Cancellation must made 14 days before the event takes place
* Travel costs are at 50p per mile, and include costs for travel to and from locations.
* Costs are incurred for materials used in experiments, these include, but are not limited to:
  + Chemicals
  + Breakages
  + Spillages
  + Printing costs

All material costs are non-negotiable

All spaces used for GlamSci events must have adequate water supply (i.e. a sink) and electrical supply.