

Book before 29 February
2020 to receive **£100** off
our Medieval Courses!



Villiers Park
Educational Trust

Adult Education 2020

A wonderful opportunity to develop your interest in art and history

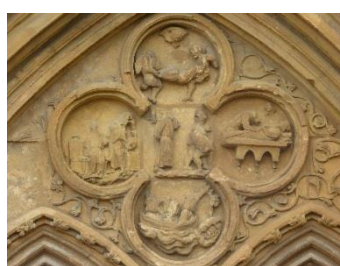


Introducing Adult Education at Villiers Park Educational Trust



Villiers Park Educational Trust has a reputation for excellence in education. Our adult education programme provides a wonderful opportunity to develop your interest in art and history.

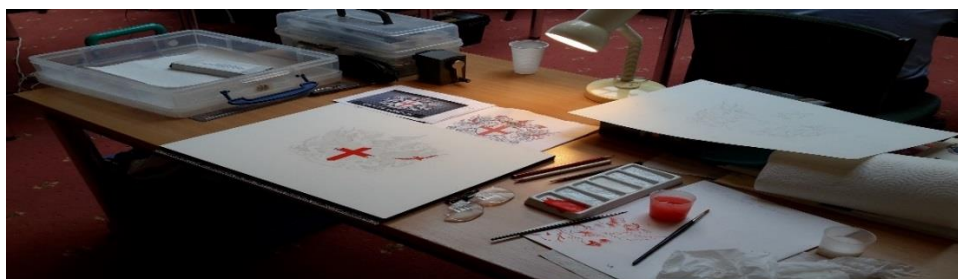
Discover Medieval East Anglia



Throughout much of the medieval period East Anglia was the most prosperous area of England mainly due to its fertile countryside, network of waterways and proximity to Europe. As a result there is a wealth of medieval buildings in the lovely cities, towns and villages, unparalleled in any other area of the country. Our study tours help unlock the medieval economic, religious and cultural history of this area through its art and architecture.

<i>Course Title</i>	<i>Dates</i>
New for 2020 Medieval Manuscripts in Cambridge	Thursday 30 April to Saturday May 2020
New for 2020 Gargoyles, Grottesques and Green Men	Friday 29 to Sunday 31 May 2020
Medieval Churches, Monasteries & Cathedrals of the Fenlands	Monday 20 to Wednesday 22 July 2020
New for 2020 A Medieval Pilgrimage	Friday 28 to Sunday 30 August 2020

Art and Calligraphy



Due to increased popularity we are now offering two residential calligraphy courses in 2020! These courses are designed to help students develop their skills, knowledge and passion for calligraphy, heraldic art and manuscript illumination.

<i>Course Title</i>	<i>Dates</i>
Calligraphy, Heraldic Art & Manuscript Illumination (New)	Friday 21 to Wednesday 26 February 2020
Calligraphy, Heraldic Art & Manuscript Illumination	Monday 17 to Sunday 23 August 2020

Our Venue: The Cambridge Centre at Villiers Park



"I have to say first of all what a wonderful place Villiers is. Excellent, friendly and efficient staff, good facilities and delicious food. We all agreed that a fortnight's stay would be ideal !"



Our base for these study tours and courses is the Trust's attractive and comfortable residential training centre set in beautiful grounds on the edge of the Cambridgeshire village of Foxton. Accommodation is in en-suite study bedrooms (single or twin).

Meals at Villiers Park are served in our licensed restaurant. Our guests always comment on the excellent quality of the food.

Villiers Park is on the A10 between Cambridge and Royston, with easy access from the M11, and a couple of minutes' walk from Foxton railway station (on the London King's Cross to Cambridge line). The Centre has ample free on-site parking for delegates.

"The room was marvellously appointed and so clean. The campus here is beyond expectation."

How to Book

If you have any questions, please contact our Sarah Lock on 01223 872601 or e-mail studytours@villierspark.org.uk. We offer the Friends of the National Churches Trust a discount of 5% from the price of each Discover Medieval England course (as indicated).

If you'd like to join any of these courses, please complete the booking form (enclosed) and return it with your deposit to: Sarah Lock, Villiers Park Educational Trust, Royston Road, Foxton, Cambridge, CB22 6SE.



For more information about the charity please visit our website www.villierspark.org.uk

Villiers Park Educational Trust is a Registered Charity No. 1179436, Company No. 11443649

Our Lecturers



Medieval East Anglia

Dr Jon Cannon – *Medieval Churches, Monasteries & Cathedrals of the Fenlands (Page 7)*



Jon Cannon is an architectural historian, broadcaster and writer, and the author of *Cathedral: The Great English Cathedrals and the World That Made Them* (Constable, 2007) and *Medieval Church Architecture* (Shire, 2014); he also presented BBC4's *How to Build a Cathedral* (2008). He worked for English Heritage for ten years and now teaches (among other things) at the University of Bristol and is a popular Arts Society accredited lecturer. He has led most of our very successful courses for the past nine years.

Imogen Corrigan FRSA – *Gargoyles, Grotesques and Green Men (Page 6)*

Imogen studied at the University of Kent, graduating with 1st class honours in Anglo-Saxon and Medieval History. She published her first book: *'Stone on Stone: the men who built the cathedrals'* in January 2019. Imogen has a wide-ranging interest in medieval history which covers about 1,000 years and a geographical area from the west of Ireland to Constantinople. She is constantly trying to find evidence of how our ancestors lived and thought and, to this end, she has visited about 1,400 parish churches just in England. She has lectured extensively on Anglo-Saxon and medieval subjects in Britain and Europe and runs study tours for specialist travel companies.



Dr Alexander Devine – *Medieval Manuscripts in Cambridge (Page 5)*



Dr. Alexander Devine is Sub-Librarian of The Parker Library at Corpus Christi College, Cambridge. He studied History and English Literature at the Universities of Edinburgh (MA Hons) and York (MA) before moving to Philadelphia in 2008 to study for his doctorate at The University of Pennsylvania, with a dissertation on 13th-century portable bibles (PhD 2016). He returned to the UK to assume his current position at The Parker in early 2017. Within the broad fields of medieval manuscript research and Special Collections librarianship, he has particular interests in the history of the Bible, provenance history and the book trade, and teaches Palaeography and Codicology.

Dr Jana Gajdošová – *A Medieval Pilgrimage (Page 8)*

Jana is an art historian, and experienced lecturer and leader of study tours. She obtained her MA at the Courtauld Institute, and her PhD at Birkbeck College. Her research interests include the development of medieval cities, architectural sculpture and its role in public rituals, innovation in medieval architecture, and the design processes behind Gothic buildings. She has worked for the University of Cambridge and Christie's Education and is currently Medieval Specialist and Curator at the Sam Fogg Gallery, London. She has led tours for Martin Randall Travel since 2014 in England (including East Anglia), France, Silesia and the Czech Republic.



No prior knowledge is needed to enjoy our Discover Medieval England study tours. Please note that visits will inevitably involve spending time on your feet in places with uneven floors, unavoidable flights of stairs and unpredictable acoustics. These courses operate with small groups, so booking early is advised. We aim to provide the itineraries described on the following pages, but changes may occur if buildings are closed for repairs or for church services, weddings etc.

NEW

Medieval Manuscripts in Cambridge

Thursday 30 April to Saturday 2 May 2020



Cambridge is home to one of the greatest collections of medieval manuscripts in the world. However despite this outstanding concentration of treasures, these spectacular books themselves are not easily found, being scattered across many repositories throughout the city. Most are generally inaccessible and seldom encountered. This course, led by **Dr Alex Devine**, offers a rare opportunity to meet some of Cambridge's finest medieval manuscripts in the splendid surroundings of its loveliest libraries and most celebrated collections.

Over the course of this weekend we will pursue these medieval treasures across Cambridge and visit them in the privacy and comfort of their own homes, including the University and many of the College libraries, and The Fitzwilliam Museum, ranging from majestic halls to intimate chambers, and from medieval bookcases to modern book cushions.



Dr Devine at the Parker Library

This course celebrates the quality and quantity of Cambridge's manuscript collections and provides personal introductions to many of the most famous medieval books in existence.

Every one of these books is unique. All are fascinating. Each one has its own voice and a story to tell. Together we will look, listen, and discover, learning their histories, uncovering the tales of their makers, owners, donors and custodians, medieval to modern, and tracing their journeys to Cambridge.

Programme (may be subject to change*)

Thursday 5.30pm	Welcome drink (complimentary) followed by brief introductory lecture on the Medieval Manuscripts of Cambridge by Dr Alex Devine
Thursday evening	2 course dinner, served with home-made bread, at Villiers Park Overnight and breakfast at Villiers Park
Friday	We travel into Cambridge to start our tour at The Parker Library, Corpus Christi College. Dr Devine will lecture on Matthew Parker, the Library-Building and The Making of The English Church followed by a quick coffee break (included) at Corpus. We will then visit the Parker Library and Manuscripts! Free time for lunch (not included) and quick self-guided explore of Cambridge This afternoon we continue on our discoveries and visit The Perne Library at Peterhouse and The Old Library at Trinity Hall.
Friday evening	2 course dinner, served with home-made bread, at Villiers Park Overnight and breakfast at Villiers Park
Saturday	Departing Villiers Park we head into Cambridge for more wonderful visits, this time starting at The Wren Library, Trinity College Free time for Lunch (not included) and quick self-guided explore of Cambridge We reconvene and walk to The Fitzwilliam Museum where we will visit the Founders' Library. Once our visit is over we will then move onto The Rare Books and Manuscripts' Department of Cambridge University Library 2 course dinner, served with home-made bread, at Villiers Park
Saturday evening	Return to Foxton, where the course will end by 6.00pm Optional additional 2 course dinner at Villiers Park, bed and breakfast.

Course price per person (includes 2 nights dinner, bed and breakfast, all entrance fees and guided tours; lunches are not included unless specifically indicated in the programme): **£575 (Friends of the National Churches Trust: £546)**. **EARLY BIRD OFFER! £100 off this course if booked BEFORE 29 February 2020!!** Additional Saturday night stopover £90 per person (for 2-course dinner, bed and breakfast).

NEW

Gargoyles, Grotesques, and Green Men

Friday 29 to Sunday 31 May 2020



Visitors to churches built in the Middle Ages, right across Europe, will have noticed a wealth of monsters hiding in the rafters, curled up on bench-ends, capitals or in

plain view on wall paintings and in glass. Some are very cute, others can be frightening, this was their intention, and some may be useful. On this course, led by **Imogen Corrigan**, we will go on a monster-hunt, searching for Gargoyles, Grotesques and Green Men. We'll think about how and why they are integral to our church art and consider their function (if, of course, they have one!).



Freckenham St Andrew



Bartlow St Mary

Our hunt will take us to Ely cathedral as well as to parish churches at Buckworth, Willingham, Burwell and Kingston amongst others. Some churches have single monsters, others may have a profusion. All are usually carefully and beautifully created and, despite some belief, are not afterthoughts added by the carver or sneaked into the decorative scheme without the patron noticing. The monsters must have been important when they were carved, so we shall try to find out why.

Programme (may be subject to change)

Friday 6.00pm	Welcome drink (complimentary) followed by introductory lecture on Monsters by Imogen Corrigan
Friday evening	2 course dinner, served with home-made bread, at Villiers Park Overnight and breakfast at Villiers Park
Saturday	Leaving Villiers Park we will head towards Bartlow , Bedfordshire, to St Mary's Church for our first monster find. Once discovered and investigated we will continue our hunt and head towards Burwell , Cambridgeshire and to another St Mary's Church. On the journey watch out for this church which is visible from many miles away and is built in the perpendicular style. The master mason Reginald Ely worked on this church and the tradition in Burwell is that he 'practised' on Kings College and then did his best work on St Mary's Church! Leaving Burwell behind we head to Soham to St Andrew's Church. Free time for lunch (not included) We'll resume our tour after lunch, heading to Freckenham and then continuing onto Ely Cathedral , visiting one of the finest medieval cathedrals in England. 2 course dinner, served with home-made bread and dipping oils, at Villiers Park Overnight and breakfast at Villiers Park
Sunday	We have a busy day ahead as we leave Villiers Park after breakfast making our way firstly to Buckworth and All Saint's Church. Having discovered our share of monsters we will then move onto Alconbury followed by a visit to Huntingdon . Free time for lunch (not included) After lunch we head to Over , Willingham and Kingston to then return to Villiers Park for around 5.30pm when the course will end.
Sunday evening	Optional additional 2-course dinner at Villiers Park, bed and breakfast.

Course price per person (includes 2 nights dinner, bed and breakfast, all entrance fees and guided tours; lunches are not included unless specifically indicated in the programme): **£550 (Friends of the National Churches Trust: £522). EARLY BIRD OFFER! £100 off this course if booked BEFORE 29 February 2020!!** Additional Sunday night stopover £90 per person (for 2-course dinner, bed and breakfast).

Medieval Churches, Monasteries & Cathedrals of the Fenlands

Monday 20 to Wednesday 22 July 2020

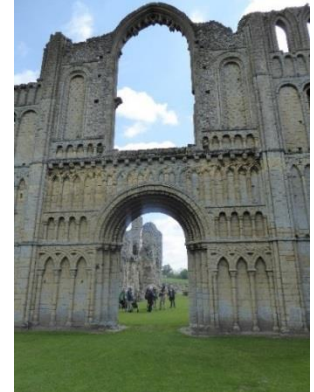


“Two wonderful days full of interesting places and information. Stay made so enjoyable by friendly, helpful people.”

Jon Cannon, the course guide/lecturer on this journey, will reveal this secret world in which many buildings stood on islands in the Fenlands. A world in which local saints, such as Etheldreda and Guthlac, inspired ostentatious architecture.

During medieval times the Fenlands were a rich, productive environment and the wealth it generated funded some of the finest medieval ecclesiastical architecture and art in the UK. From the mighty Ely Cathedral – the ‘Ship of the Fens’ which ruled the area as an independent state - to Crowland Abbey – Crowland originally having the meaning ‘crude and muddy land’ – and to the tiny parish churches, the result is a wide range of fascinating buildings. During this course you will be introduced to the culture that created these structures, how they were used and what they meant to medieval people.

Be prepared to visit a world that is at once familiar and exotic, horrifying and beautiful!



Crowland Abbey

Programme (may be subject to change)

Monday 6.00pm	Welcome drink (complimentary) followed by introductory lecture from Jon Cannon
Monday evening	2 course dinner, served with home-made bread, at Villiers Park followed by a film (optional). Overnight and breakfast at Villiers Park
Tuesday	<p>We'll spend the morning in the historic city of Ely – visiting one of the finest medieval cathedrals in England, including a special visit to the 14th century private chapel of Prior Crauden, part of the original monastery.</p> <p>Free time, in Ely, for Lunch (not included)</p> <p>In the afternoon we'll drive across the Fens to the little-visited Crowland (Croyland) Abbey to visit the abbey church of this Benedictine monastery, with its memorable ruined west front (<i>pictured above</i>).</p> <p>On our way back to Foxton we'll stop at the parish church in the village of Willingham to see the lovely medieval wall painting fragments, including one possibly of St Etheldreda, who founded the monastery at Ely.</p> <p>2 course dinner, served with home-made bread and dipping oils, at Villiers Park followed by a film (optional). Overnight and breakfast at Villiers Park</p>
Wednesday	<p>Today we'll drive to Castle Acre in Norfolk to see the Cluniac Priory, one of the best preserved monastic sites in England. The beautifully decorated west front of the 12th century church stands almost to its full height and the prior's lodgings and gateway are extremely well-preserved. The extensive site gives a real insight into the life and workings of a medieval monastery.</p> <p>We'll have a picnic lunch (included) at the Priory ruins and if time permits, we'll walk through the village to visit the Bailey Gate and the Castle, with its massive earthwork defences.</p> <p>After lunch we'll visit two remarkable parish churches in the Fenlands. Late medieval Walpole St Peter, 'One of the most impressive parish churches of its date in the country' (Pevsner), rich in fittings, fixtures and fine carvings; and sumptuous West Walton, arguably the finest 13th century parish church in England.</p>
Wednesday evening	<p>Return to Foxton, where the course will end by 6.00pm</p> <p>Optional additional dinner, bed and breakfast</p>

Course price per person (includes 2 nights dinner, bed and breakfast, all entrance fees and guided tours; lunches are not included unless specifically indicated in the programme): **£550 (Friends of the National Churches Trust: £522). EARLY BIRD OFFER! £100 off this course if booked BEFORE 29 February 2020!!** Additional Wednesday night stopover £90 per person (for 2-course dinner, bed and breakfast).

NEW

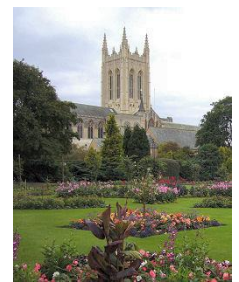
A Medieval Pilgrimage

Friday 28 to Sunday 30 August 2020



Have you ever wondered what it was like to be a pilgrim or a traveller in the Middle Ages? On this tour, led by **Dr Jana Gajdošová**, you will learn about the way that people were able to cross vast spaces in the Middle Ages with goods, animals and tools, having only their own feet at their disposal. The tour will not only enact a kind of pilgrimage to the Middle Ages but it will also explore trade activities, the building of roads and bridges, and the way that masons and ideas travelled across Europe.

At St Albans, Bury St Edmunds and Ely, we will explore the saints whose bodies became major centres of pilgrimage. We will also discuss the Roman foundations of these cities, especially at St Albans where a large floor mosaic survives. The tour will also take us to St Ives, where a medieval bridge and its chapel will be the topic of conversation – focusing on bridge building brotherhoods (their existence and the myths around them), on the life and activities that took place on medieval bridges, and on the importance of stone bridges for travellers and merchants. Lastly, we will visit parish churches that gained their wealth from mercantile activities and from mercantile families that rose in social status after the Black Death.



Bury St Edmunds Cathedral

Programme (may be subject to change)

Friday 6.00pm	Welcome drink (complimentary) followed by an introductory lecture by Dr Jana Gajdošová
Friday evening	2 course dinner, served with home-made bread, at Villiers Park Overnight and breakfast at Villiers Park
Saturday	<p>This morning we will travel to St Albans and see the ancient mosaic in the Hypocaust. This mosaic once covered a floor of a large and lavish house of the ancient city of Verulamium. Leaving the Hypocaust we head towards the Cathedral of St Albans, one of the most important pilgrimage churches in medieval England.</p> <p>Free time for lunch at St Albans (not included)</p> <p>Moving on from St Albans we travel to Long Melford, one of England's most impressive and largest parish churches and a testament to the growing wealth of the merchant classes, followed by a visit to Bury St Edmunds. Although the abbey now stands largely in ruins, it was a site where the remains of King Edmund, one of England's most important royal saints were laid to rest, and a place that was substantially enlarged and rebuilt by Edward the Confessor - another royal saint</p> <p>Our journey ends today with a visit to St Mary's Church which was once a part of the Bury St Edmunds complex and is one of the largest parish churches of England, with a fine angel roof.</p> <p>2 course dinner, served with home-made bread and dipping oils, at Villiers Park Overnight and breakfast at Villiers Park</p>
Sunday	<p>We will spend the morning in the historic city of Ely visiting Ely Cathedral, home to the relics of the famous Saint Etheldreda, and one of England's medieval wonders. We will have a private tour of Prior Crawden's chapel and the octagon, one of the wonders of the Gothic world.</p> <p>Free time for Lunch at Ely (not included)</p> <p>After lunch we move onto St Ives Bridge and its chapel. Bridges in the Middle Ages were much more than practical structures; they were symbolic and they often acted as a stage for the town or the city's most important ceremonies and events.</p>
Sunday evening	Return to Foxton, where the course will end by 6.00pm Optional additional dinner, bed and breakfast.

Course price per person (includes 2 nights dinner, bed and breakfast, all entrance fees and guided tours; lunches are not included unless specifically indicated in the programme): **£550 (Friends of the National Churches Trust: £522). EARLY BIRD OFFER! £100 off this course if booked BEFORE 29 February 2020!!** Additional Sunday night stopover £90 per person (for 2-course dinner, bed and breakfast).

Calligraphy, Heraldic Art & Manuscript Illumination

Friday 21 to Wednesday 26 February 2020
Summer School: Monday 17 to Sunday 23 August 2020



“A great big thank you for another lovely week at Villiers. We are so spoilt, with delicious food, kind and thoughtful staff and a great teacher, Gerald, indulging our passion for calligraphy and illumination. The perfect week.”

The tutor for both these courses is artist and calligrapher **Gerald Mynott FSSI** who was educated at Reigate College of Art and Design, where he studied Heraldry, Calligraphy and Illumination, graduating with the highest marks ever recorded at the College! After working for three years as a Herald Painter at the College of Arms, he studied at the Künstlerhaus in Vienna in 1979, returning for his first one-person exhibition with Francis Kyle Gallery in 1980 and has exhibited there regularly ever since. He was appointed part-time lecturer at the Reigate College of Art in 1980 (now part of East Surrey College) where he continues to teach and was appointed head of department in 1998. He is a Fellow of the Society of Scribes & Illuminators, a Freeman of the City of London and a Liveryman of the Worshipful Company of Painter-Stainers.



Gerald Mynott

Course Outline

Gerald will tutor all disciplines during the summer school, but participants may opt to concentrate on only one or two as they wish, they may also choose which group demonstrations they observe:

Calligraphy (intermediate and advanced)



The study of historical and contemporary calligraphy and creative letterforms will be tutored throughout the week e.g. cursive gothic, uncial, versals and contemporary lettering employing a broad range of pens and brushes (a list will be supplied when your booking is confirmed)

Heraldic Art (beginner, intermediate and advanced)

Sessions will cover:



- the theory and practice of the eleven Ordinaries – drawing and painting in gouache paints
- three heraldic Charges e.g. Tudor rose, portcullis, rampant lion (reference materials and books can be supplied by the tutor)

Manuscript Illumination (beginner, intermediate and advanced)

Students will be tutored in drawing skills, painting and gilding techniques of a chosen initial-historiated letter from historical research materials (Celtic, medieval). Students can study:



- the making of gesso
- laying and burnishing gold leaf
- tempera painting

Visit to Cambridge (Summer Course only)



We'll have a visit to Cambridge for a private viewing of some of the finest illuminated manuscripts in any collection in the world.

The calligraphy tutorials are suitable for anyone with some previous experience and practice of various historical hands e.g. the round hand, formal and cursive italic and gothic blackletter. No previous experience of heraldic art or manuscript illumination is required.

Timings and Price

The course will start with an introduction and welcome drinks at 6.15pm on either Friday 21 February or Monday 17 August, followed by dinner, and finish after breakfast on either Wednesday 26 February or Sunday 23 August. The price for the February course is £625, which includes 5 nights' accommodation, all meals and tea/coffee at breaks, the price for the summer school is £725, which includes 6 nights' accommodation, all meals, tea/coffee at breaks, the visit to Cambridge and tuition. Delegates will be expected to provide their own pens, brushes and other materials (a list will be provided with the final invoice for your course).

Frequently asked questions about your stay at Villiers Park

Is there a single person supplement?

No, you do not have to pay extra for a single room at Villiers Park. Come and stay by yourself and make new acquaintances or come in a group.



What facilities are in my room?

Bedroom facilities include hair dryer and tea and coffee making facilities. In your bathroom you will be supplied with towels, soap, shampoo and shower gel.



Do you have wi-fi access?

Wi-fi broadband access is available across the site free of charge, but some *mobile phone* signals are quite weak inside the buildings and you may need to go outside.

What should I wear?

We don't have a particular dress code, so casual clothing is suitable for the whole week. Please note that there are short distances to walk between our buildings on site, so you may need an umbrella or jacket if it rains. All our study tours will inevitably involve spending time on your feet in places with uneven floors and unavoidable flights of stairs so suitable footwear is strongly advised, along with 'changeable weather' clothing.



Are the meals prepared on site? I have special food requirements, can I still come?

All meals will be served in our dining room in Wagg House, at the times shown on the course programme (which will be sent out to you ahead of the course). Our catering team has experience in catering for all dietary requirements and allergies. Just let us know any special requirements when you complete the booking form.

Is there a bar service available?

A bar service is available in the evenings. You can sign for your drinks and then bar bills can be paid by cash, cheque or debit/credit card on your last morning at Villiers Park, in reception.

Any other queries?

If you have any other questions or concerns please do not hesitate to contact our Adult Education team on 01223 872601 or email studytours@villierspark.org.uk

Booking form for Adult Education Study Tours & Courses

Please note that all correspondence relating to this booking will be addressed to the first named participant.

Please use a separate form for each course you want to book.

Course Title	Course Dates

First Participant	
Title	
Surname	
First Name	
Address	
E-mail	
Telephone no.	Mobile no.
Male / Female	Age: 18+ 40+ 50+ 65+ 80+
Are you a Friend of the National Churches Trust? Yes/No	
Room requirement	Single / Twin Extra night at end of course?: Yes / No
Special Requests (for example, disabled access requirements, any special dietary requirements, e.g. Vegetarian, allergies or any other requests – see booking conditions 6 and 9)	

Other Participants (more than one other? please copy this form or contact us for additional copies)			
2.	Title	Surname	First Name
	Telephone No.	E-mail	
	Male / Female	Friend of the National Churches Trust? Yes/No	Age 18+ 40+ 50+ 65+ 80+ Single / Twin Room Extra Night?: Yes/No
Special Requests for Other Participants (for example, disabled access requirements, any special dietary requirements, e.g. Vegetarian, or any other requests – see booking conditions 6 and 9)			

We would love to know how you first heard about this course (please tick one):		
Villiers Park mailing <input type="checkbox"/>	From a tour tutor <input type="checkbox"/>	From Gerald Mynott <input type="checkbox"/>
From a friend <input type="checkbox"/>	Internet search <input type="checkbox"/>	From The National Churches Trust <input type="checkbox"/>
Or from a magazine advertisement (please tick which one):		
The Arts Society Review <input type="checkbox"/>	U3A Third Age Matters <input type="checkbox"/>	

Payment Instructions			
Course Price per person	No. of people	Deposit per person	Total Amount Payable Now
£		£100 *	£
Extra night £90		N/a	

*Deposit payable per person £100 (unless booking within 8 weeks of the commencement date of the course, in which case the full course price is payable)

Please send your cheque payable to Villiers Park Educational Trust with this Booking Form to:

Sarah Lock, Villiers Park Educational Trust, Royston Road, Foxton, Cambridge, CB22 6SE

Booking Authorisation

Data Protection

Villiers Park Educational Trust will store the personal information you provide on this form in a database in the UK for the purpose of administering the course you have applied for. We will retain your data for evaluation purposes afterwards, but you have the right to request us to remove all personal data at any time after the course has finished. Your personal information will not be shared with other organisations without your express written consent.

I agree to accept the Terms and Conditions of Booking for myself and all others included on this form

Signature _____ Date _____

Please retain a copy of this form and the Terms and Conditions of Booking for your records

VILLERS PARK EDUCATIONAL TRUST – ADULT EDUCATION TERMS & CONDITIONS OF BOOKING

Please read these carefully. Bookings with Villiers Park Educational Trust ("the Trust") are accepted only in accordance with the terms and conditions set out below. In these Terms & Conditions of Booking references to "you" and "your" include the first named person on the confirmation invoice (who must be at least 18 years old at the time of booking) and all persons on whose behalf a booking is made. References to "course" or "courses" include study tours.

1. To Make A Booking

Please complete the booking form and return it with the deposit required. Provisional bookings may be made by telephone but must be confirmed by a completed booking form and deposit within one week. Your place on a course will be subject to availability.

2. Deposit

A deposit (non-refundable) of £100 per person is required (or full payment if the booking is made within 8 weeks of the commencement date of the course). Cheques must be made payable to Villiers Park Educational Trust.

3. Confirmation Of Booking

Upon receipt of your completed booking form and deposit, subject to availability, we will send you a receipt and confirmation of your place on the course. If the Trust is unable to offer you a place on your course of choice, we will return your payment in full.

4. Payment Of Balance

Full payment is due 8 weeks prior to the commencement date of the course. Payment by cheque, bank transfer or debit card is preferred.

5. Study Tour Itinerary/Course Programme

The final itinerary and any other relevant information will be sent to you approximately two weeks before the commencement date.

6. Fitness Requirements for Study Tours

Facilities at the Trust's Cambridge Centre are accessible to wheelchair users. However, unfortunately some sites we visit may not be fully accessible to disabled participants and some study tours involve a fair amount of walking over uneven surfaces (e.g. cobbled streets, building ruins, steps, hills or country paths). Participants on all study tours should be able to walk or stand for at least 30 minutes without aid or requiring a rest. You must advise the Trust of any disabilities, including those requiring assistance, on the booking form. The Trust reserves the right to refuse to allow you to join a study tour if you have failed to notify it of any disability requiring assistance, or if, in the Trust's opinion, you are unfit to join a study tour.

7. Accommodation

All courses are based at the Trust's Cambridge Centre where all the bedrooms have en suite bathrooms. 16 single and 4 twin and 7 triple rooms are available. **We do not charge a single supplement.**

8. The Cost Does Not Include

The cost price of the course does not include travel insurance, gratuities for services provided on a personal basis or materials/equipment to be used by you during a course (a list of these will be supplied with our invoice for the final balance due).

9. Special Requests

Any special requests made on your booking form will be noted and we will do our best to provide these for you, but we cannot guarantee to comply with your request(s).

10. Changes by the Trust

At the time of publication all information in our brochures/leaflets

is correct to the best of our knowledge. However, for reasons beyond our control, changes may need to be made to the programme, times and course lecturer. Therefore, we cannot guarantee that itineraries and programmes will be followed as published.

11. Cancellation By Customers

If you have to cancel your place(s) on a course, the first named person who made the booking must notify us in writing, giving your reason for cancellation. The scale of cancellation charges is based on the number of days prior to the commencement date of the course that your written notice is received by us. The cancellation charges are:

More than 60 days	Non-refundable deposit only
14 – 60 days	50% of the total course fee
Less than 14 days	100% of the total course fee

12. Cancellation By Villiers Park Educational Trust

Courses will run with a minimum of 14 participants and if this number is not reached we reserve the right to cancel the course. In this case there will be a full refund of all payments made and notification of cancellation will be at least 6 weeks before the commencement date. If cancellation is necessitated through *force majeure* then we will refund the portion of payments made which has not been committed irrecoverably by us to the course. *Force majeure* is unusual and unforeseeable circumstances beyond our control, the consequences of which neither we nor our suppliers could avoid, examples of which are war or threat of war, riots, civil strife, terrorist activity, industrial disputes, natural or nuclear disaster, fire, adverse weather conditions or other similar events beyond the Trust's control. The Trust is not liable to pay you any travel or any other costs, expenses or losses which you incur as a result of any change or cancellation by us, or for any insurance premiums.

13. Complaints

Complaints in respect of matters arising during the course must be reported to staff immediately so that any problem may be remedied on the spot. Our priority is to give you an enjoyable course, and we strive very hard to do so. However, if our staff are unable to help, and you still have a complaint, you should put it in writing at the time and send it to the Trust within 30 days of the course.

14. Limit Of Liability

The Trust is not liable for consequential losses in respect of any changes to the arrangements for a course. No responsibility is accepted for loss or expense due to sickness, weather, strike, war, quarantine, negligence, loss of baggage or other causes.

15. Other Conditions

- i) These Terms & Conditions of Booking and the Booking Form shall form the entire agreement between the Trust and the participant.
- ii) Failure or delay by the Trust in enforcing or partially enforcing any provision of these Terms & Conditions of Booking will not be construed as a waiver of any of its rights under the Terms & Conditions of Booking.
- iii) Nothing in these Terms & Conditions of Booking will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person other than the participant and the Trust.
- iv) These Terms & Conditions of Booking shall be governed by English law and the parties submit to the exclusive jurisdiction of the English courts.