

WORKSHOP GENERAL TERMS AND CONDITIONS

PRE-REGISTRATION

- Pre-registration and payment is required for all workshops.
- Pre-registrations are accepted on a first-come, first-serve basis. Payment must be made first to confirm the registration.
- Registration can be done through the following:
 1. Museum desk registration
 2. Fax (759 8288) or Email to education@ayalamuseum.org the following files:
 - a. Registration form
 - b. Signed copy of the Guidelines
 - c. Scanned copy of the deposit slip

PAYMENT

- Full payment or 30% must be paid to reserve a slot. The remaining 70% must be paid on or before the first day of the class.
- For faxed and emailed pre-registration/s, Workshop coordinator shall send an email as acknowledgement of receipt.
- Payments can be made through:
 - Cash or credit card through Ayala Museum front desk
 - Check payable to Ayala Foundation, Inc. at the Ayala Museum front desk. Post dated checks are not accepted.
 - Bank payment to the Ayala Foundation, Inc. (acct. no. 0011-1490-14) at any Bank of the Philippines (BPI) branch. Those who opt to pay through deposit must also submit a copy of the deposit slip prior to the event to confirm payment.

DISCOUNTS

- Early bird discount: 5% discount to all workshops. Payment must be made at least one (1) week before the workshop. Discount is only applicable for full payment of the workshop fee. Discount is only applicable for cash, bank or online deposit and check transaction.
- Museum members: 10% discount to all workshops.
- Ayala Group of Companies employee and their immediate family members are entitled to 10% discount, provided, payment is made by the AGC employee.
- Senior Citizens are entitled to 20% discount and 12% VAT exemption. Promos and other discounts not applicable. Senior Citizen discount is only applicable to the cardholder.
- PWD Discount: 20% discount is applicable on the regular price. Promos and other discounts not applicable. The PWD discount is only applicable to the cardholder.
- Student discount is not applicable to all workshops.
- Discounts cannot be used in conjunction with the other discounts. In cases of entitlement for another discount facility, the higher discount scheme shall be applied.

WAITLIST

- Your name is kept on file in the order it was received for each specific workshop and if there is a cancellation we will contact the next person on the wait list.

In case that the number of waitlist participants is enough to open another class, they will be informed for a possible schedule.

ATTENDANCE

- Participants must attend all sessions; avoid coming late or leaving before the prescribed time, There will be no make-up classes for participants who miss their schedule.
- In inclement weather conditions, participants will be advised via email and SMS for cancellation of the sessions.
- Should there be any other reason that the workshop schedule is changed, caused by the facilitator or other situation, participants will be advised for the new set of schedule. The schedule will depend on the majority's availability and for some types of workshops, online critique can be provided.
- For specific workshops, Certificate of Completion will be given to participants who have attended all sessions. Certificate of Participation will be given to participants who have not completed the required number of sessions.

TRANSFERRABLE SLOTS

- Participant must provide letter of authorization to transfer slot to another person.

- Pocket workshops and stand-alone sessions are transferrable to another person provided that they advise at least three (3) days before the workshop day.
- Writing, Photography, Art Room and other series type of workshops are non-transferrable in the middle of the series. The participant cannot assign a proxy to attend the class.

CANCELLATION

- Ayala Foundation, Inc./Ayala Museum reserves the right to dissolve the workshop if there is less than the required number of enrollees. Full refund, in this case, will be given to paid registrants.
- Ayala Foundation, Inc./Ayala Museum reserves the right to dismiss or refuse participants who are not in compliance with the terms of conduct rules in the studio and they shall not received any refund
- In case of participant's cancellation, refund for cancellations will have the following guidelines:
 - Option to move payment for another available workshop produced by Ayala Museum or Filipinas Heritage Library within three (3) days before the workshop.
 - For voluntary cancellation, the coordinator must be informed at least three (3) days before the workshop to get 50% refund of the full workshop fee.
 - Two (2) days before the workshop, there will be no refund of the 30% reservation fee.
- There are no pro-rated refunds for partial workshop attendance.
- To process the refund, the following documents must be submitted:
 - TIN and complete address
 - Government-issued ID
 - Return of original official receipt

COPYRIGHT POLICY

Ayala Foundation, Inc./Ayala Museum has the right to use any visual and audio material produced during the workshop for documentation and marketing purposes.

WORKSHOP ARRANGEMENTS

- Outline of each course is provided. However, the manner of presentation, content and skills may depend on the facilitator.
- Please check materials list. Participants are encouraged to bring any personal materials provided that it complies with the building rules.
- Output must be collected immediately after the last session. Ayala Foundation, Inc./Ayala Museum reserves the right to dispose student works if not collected one week after the last session.
- Materials and complimentary tickets must be claimed one (1) week before or after the workshop.

OTHER TERMS AND CONDITION

- The Participant will hold Ayala Foundation, Inc./Ayala Museum free and harmless from all and any loss, damage, illness, injury, and death caused by the participant or any uncontrollable variable.

CHILD MEDIA POLICY (FOR KIDS WORKSHOPS)

- For Kids and Teens workshops, Ayala Foundation, Inc./Ayala Museum respect the right of the minors. Wide panning shots will be taken for documentation and social media marketing, unless allowed by the guardian.
- Please check if you allow the museum with the following:

I allow Ayala Foundation, Inc./Ayala Museum staff to take photos of my kid/s during the workshops and I grant them permission to upload and use a close up photo in our social media and in any of our museum publications.

Signature over printed name of Parent/Guardian

I agree to the general terms and conditions.

Signature over printed name of PARTICIPANT

DATE: _____



GENERAL TERMS AND CONDITIONS

VISIT OUR WEBSITE TO DOWNLOAD THIS FORM.

PRE-REGISTRATION

- Pre-registration and payment is recommended to make sure you have a seat.
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 1. Museum desk registration
 2. Fax (759 8288) or Email to education@ayalamuseum.org the following files:
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PAYMENT

- Full payment must be paid for the lectures to confirm reservation.
- For faxed and emailed pre-registration/s, coordinator shall send an email as acknowledgement of receipt.
- Payments can be made through:
 - o Cash or credit card through Ayala Museum front desk
 - o Check payable to Ayala Foundation, Inc. at the Ayala Museum front desk. Post dated checks are not accepted.
 - o Bank payment to the Ayala Foundation, Inc. (acct. no. 0011-1490-14) at any Bank of the Philippines (BPI) branch. Those who opt to pay through deposit must also submit a copy of the deposit slip prior to the event to confirm payment.

DISCOUNTS

- Check out individual posters for the special rate.
- Senior Citizens are entitled to 20% discount and 12% VAT exemption. Promos and other discounts not applicable. Senior Citizen discount is only applicable to the cardholder.
- PWD Discount: 20% discount is applicable on the regular price. Promos and other discounts not applicable. The PWD discount is only applicable to the cardholder.
- Discounts cannot be used in conjunction with the other discounts. In cases of entitlement for another discount facility, the higher discount scheme shall be applied.

USE OF TICKETS

- Tickets are non-refundable.
- Tickets are non-transferable to other future lectures.

SEATING

- An area will be stanchioned off for reserved seating.
- All Seats will be on a first come first serve basis.
- Venue will be open to guests starting 2pm.
- 5 minutes before the lecture, reserved tickets will still be accepted, however vacant reserved seats will be offered to walk-ins guests.

OTHER TERMS AND CONDITION

- Please check individual posters for details of the lecture.
- The Participant will hold Ayala Foundation, Inc./Ayala Museum free and harmless from all and any loss, damage, illness, injury, and death caused by the participant or any uncontrollable variable.

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- Please check if you allow the museum with the following:

I allow Ayala Foundation, Inc./Ayala Museum staff to take photos of my kid/s during the workshops and I grant them permission to upload and use a close up photo in our social media and in any of our museum publications.

I agree to the general terms and conditions.

Signature over printed name of PARTICIPANT / GUARDIAN

DATE: _____