



1702 Lincoln Blvd., Venice, CA 90291  
310.578.1745 | www.venice-arts.org

# ADULT WORKSHOP REGISTRATION FORM

## SUMMER 2010

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web: \_\_\_\_\_

### EMERGENCY INFORMATION (WHO MAY WE CONTACT IN CASE OF EMERGENCY):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_ Fax: \_\_\_\_\_

### PLEASE ENROLL ME IN:

- Processing in the Digital Darkroom: PhotoShop© I \$275
- Printing in the Digital Darkroom: Getting Exhibit-Quality Prints \$195 [+\$25 materials fee]
- Developing Your Documentary Project \$450
- Quick Web Site and Gallery Building for Photographers \$275
- Subtotal due: \$ \_\_\_\_\_
- Materials fee (leave blank if none): \$ \_\_\_\_\_
- TOTAL DUE: \$ \_\_\_\_\_
- Deposit (\$100 x # classes): \$ \_\_\_\_\_
- Balance due two weeks prior to start of class: \$ \_\_\_\_\_

### FORM OF PAYMENT:

- Check, made payable to Venice Arts, attached.
- Please bill my credit card, below. (Signature is required to process credit card information).
- I will call with my credit card information.

Credit Card Type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_  
Expires: \_\_\_/\_\_\_/\_\_\_ Security Code: \_\_\_ Signature: \_\_\_\_\_

### PLEASE SEND THIS FORM, ALONG WITH DEPOSIT OR FULL PAYMENT:

PHONE: 310.578.1745 | FAX: 310.578.1525 | MAIL: Venice Arts, 610 California Avenue, Venice, CA 90291

### I WILL:

- Use Venice Arts' computers
- Bring my own Apple© laptop

### HOW DID YOU HEAR ABOUT VENICE ARTS' ADULT WORKSHOPS? (check all that apply)

- eBlast
- Press
- Exhibit/Event
- Flyer
- Mailer
- Local Business
- School
- Friend
- Other: \_\_\_\_\_

# ADULT WORKSHOP POLICIES

## PAYMENT

**Deposit:** A \$100 deposit (per workshop) is required to reserve your space. If enrolling two weeks or less to the workshop start date, payment in full is required.

**Full payment due:** Two weeks prior to the beginning of the first workshop minus the \$100 deposit (if applicable). Those who do not pay in full by this time risk losing their space.

**Note:** If a credit card or check does not clear, a \$25 fee will be charged, as well as any additional bank fees.

## REFUNDS

- 100% refund if class is cancelled due to low enrollment, faculty illness, or other reasons related to Venice Arts.
- 100% refund if requested two weeks prior to the start of the workshop, minus \$25 processing fee.
- 50% refund within two weeks of the start of the workshop, minus \$25 processing fee.
- No refund if cancellation is within 72 hours of start of workshop.

**Note:** Refund requests must be submitted in writing, either via email to [workshops@venice-arts.org](mailto:workshops@venice-arts.org) or via U.S. mail.

## EQUIPMENT

Workshops are taught on state-of-the-art Apple© computers and participants have access to high-quality peripheral equipment. If you choose to bring your own Apple© laptop, please call Venice Arts before the start of class to check if you have the necessary software for your workshop. Participants who choose to work on their own computers are responsible for purchasing and installing their own software.

## FOR MORE INFORMATION

PHONE: 310.578.1745

EMAIL: [workshops@venice-arts.org](mailto:workshops@venice-arts.org)