

**Please read the following carefully as it contains important information you need to be aware of when booking a study course with The Shakespeare Birthplace Trust. If you have any questions or need further clarification, please contact us directly.**

### **Booking Procedure, Useful Information and Requirements:**

In addition to the educational course programme of lectures, archive displays and workshops at the Shakespeare Centre, the Shakespeare Birthplace Trust can also arrange the following in respect of its Shakespeare study courses for UK and international adult, university and school groups:

- Book RSC and Globe theatre tickets. In addition, tickets for some other local theatres can be arranged depending on the individual theatre's booking arrangements.
- Reserve and confirm accommodation at local guesthouses. We will provide you with a list of the rooms on reserve.
- Alternatively, we can provide contact information for local hotels. However, any hotel bookings would need to be made by the group directly with the hotel.
- Book coach transfers to and from Stratford-upon-Avon and UK airports or other ports of entry to the UK. Additional coach travel for day trips/excursions to the Globe or other local theatres and visitor attractions can also be arranged as required.
- Teas and coffees are provided during the course at pre-arranged times. Any additional catering arrangements can be agreed in advance and are subject to capacity.

**In order to arrange a course the Shakespeare Birthplace Trust requires the following information/actions from group leaders prior to confirming a booking or issuing a sample itinerary for a course. Please note: all of the information below is required for the accurate calculation of course fees:**

- The attached Booking Form must be completed, signed, dated, and returned before any bookings can be actioned.
- Notification of arrival and departure dates in Stratford-upon-Avon for the purposes of booking teaching spaces, workshops, accommodation and determining the length of the course.
- Where applicable, pick-up and drop-off points for the coach transfers to and from Stratford-upon-Avon.
- An estimate of participant numbers. If you are unsure, it is better to over-estimate slightly as it is harder to obtain additional accommodation, and course elements such as theatre tickets at a later stage.
- Notification as to whether guesthouse evening meals are required.  
*These can be provided at certain guesthouses only, so it is important we have this information at the time of booking. Evening meals will need to be taken as a group and will incur additional charges.*

**In return the Shakespeare Birthplace Trust will:**

- Notify the group leader of the date identified as 10 weeks before the start of the course ("10 week deadline date"). This is the point at which final confirmed numbers are required for theatre tickets, as well as accommodation where applicable.
- A list of the theatre tickets and, where applicable, the accommodation on reserve.

- Provide a draft course programme for consideration and agreement.
- Provide an estimate of course fees based on the information supplied and elements requested by the group leader. These fees will be based on prices applicable at the time the estimate is provided.
- All course fees provided are estimates until such time as final participant numbers and course arrangements are confirmed. This includes all Third Party services booked on behalf of the group, for example, theatre tickets, accommodation and coach hires as applicable.

**As and when known, the group course leader will provide the following information:**

- **Immediate notification must be given to the Shakespeare Birthplace Trust of any cancellations or substantial changes in numbers to allow the necessary action to be taken as soon as possible in order to avoid unnecessary charges being incurred by the group.**
- Travel or flight details including airport/port of entry, flight number, arrival and departure times (check-in times if known) and airport terminals.
- Where the group are arriving and/or departing on multiple flights, only details of the last arrival and the first departure will be required.
- A mobile number for the lead person travelling with the group.

**Before the start of the course the following information is due:**

- Prior to 10 week deadline date, the Shakespeare Birthplace Trust will send a reminder email to the group leader identifying what information is still outstanding and required.
- By the time the 10 week deadline date is reached, the group's course leader is required to have emailed the Shakespeare Birthplace Trust the completed accommodation list with the participants' names added. The list should also identify any dietary requirements the guesthouses need to be aware of, e.g. vegetarian, gluten free, food allergies, etc.
- Please note that any instances of room under-occupancy (e.g. a triple room shared by two people), may incur a surcharge from the guesthouses.
- Confirmation of where invoices for payment should be sent and to whom specifically.
- At 8 weeks before the start of the course, the group becomes financially liable for any surcharges incurred as a result of any changes made to group numbers or any cancellations.

**All bookings made through The Shakespeare Birthplace Trust are subject to your full agreement and acceptance of the payment terms and arrangements as outlined below:**

**Payment Arrangements:**

- The group's course leader will act as the official representative, and agrees and acknowledges the Shakespeare Birthplace Trust is acting on the group's behalf when booking or engaging with any Third Parties such as guesthouses, coach companies and theatre box offices. The Shakespeare Birthplace Trust gives no warranty in respect of these Third Party services, which will be subject to that Party's own terms and conditions of supply.
- Once the group's course leader has confirmed final numbers for theatre tickets and accommodation where applicable, The Shakespeare Birthplace Trust will invoice the group for 50% of the TOTAL course fees. This will form a non-refundable deposit.

**SHAKESPEARE STUDY COURSES**  
**BOOKING PROCEDURE AND COURSE BOOKING FORM**

- Unless otherwise indicated, all invoices are subject to payment within 30 days of the date of the invoice.
- Unless previously agreed by The Shakespeare Birthplace Trust, all payments should be in Pounds Sterling and will cover the cost of the group as a whole. Invoices for individual course participants can only be provided in exceptional circumstances and may incur an additional administration fee.
- Any unofficial additional participants (including immediate family members of the group leader, retired/visiting professors, or alumni of the organisation) need to be noted and agreed with the Shakespeare Birthplace Trust in advance of the 10 week deadline date.  
 Please note: their participation may be subject to an additional booking fee and any fees for these supplemental group members are non-refundable.
- In some cases when booking theatre tickets with Third Parties such as the RSC or The Globe, the group may be invoiced upon booking if tickets cannot be held on reserve
- Once final numbers have been confirmed, refunds to cover reductions in participant numbers cannot be guaranteed and may be subject to the individual cancellation policies of the Third Parties involved, e.g. guesthouses, coach companies, theatre box offices.
- The Shakespeare Birthplace Trust reserves the right to charge a fee for any cancellations made less than 8 weeks before the start of the course.
- Should any cancellations be made 2 weeks or less before the start of the course, the group will become liable for 100% of the course fees and will be charged accordingly.
- A final balance invoice will be issued two weeks before the start of the course.
- The Shakespeare Birthplace Trust carries insurance against liability for accidents or incidents occurring on all of our properties. It is our expectation that sponsoring institutions will make their own arrangements for the safety and well-being of students and others while in residence in Stratford-Upon-Avon, including obtaining appropriate insurance coverage as they may see fit. We will not enter into any international contract purporting to require the Shakespeare Birthplace Trust to assume any additional liability. Neither shall we be responsible for the actions or failure to act by any third parties. Universities, organisations and individuals entering into a contractual relationship with the Shakespeare Birthplace Trust and participating in residential courses at the Shakespeare Birthplace Trust shall be presumed to have accepted the foregoing disclaimers.

***I confirm I have read and understood the above procedure and payment arrangements and would like to proceed with booking a Shakespeare study course with The Shakespeare Birthplace Trust on this basis. Bookings cannot be processed without receipt of a signed copy of this document.***

\_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of group course leader

\_\_\_\_\_ Position: \_\_\_\_\_  
 Please print name

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Date completed form received by the Shakespeare Birthplace Trust: \_\_\_\_\_

Received by: \_\_\_\_\_

## Booking Form and Contact Information

Organisation [name of university/college/school]:	Name of group leader:
Telephone number:	Mobile/cellphone number:
Course contact [if different from above]:	Contact email address:
Age range of students visiting:	Area of study [English/Theatre Studies or Other (please specify):
Organisation billing address (for invoicing purposes)	
Excluding new writing, is it likely the students will have read or know the plays being seen at the time of the visit?	
Estimated number in the group [ <b>Please note</b> : it is safer to over-estimate numbers for theatre tickets and accommodation as these can be adjusted at a later date]:	

<b>COURSE DATES</b>	
Arriving in Stratford [date]	Departing from Stratford [date]

<b>RSC THEATRE TICKETS</b>		
Where applicable and provided the relevant RSC theatre schedule has been made available to you, please indicate below the performances for which you would like us to request tickets. [ <b>Please note</b> : subject to availability, the RSC only offer education discounted tickets on Mondays to Thursdays and during the UK school terms]		
<b>DATE</b>	<b>PERFORMANCE</b>	<b>MATINEE OR EVENING</b>
I would be interested in receiving the Globe Theatre schedule when published		YES <input type="checkbox"/> or NO <input type="checkbox"/>

<b>COACH TRANSFERS</b>	
In addition to coach transfers to and from your point of entry into the UK, if required we can also arrange day trips to local attractions, e.g. Warwick or Kenilworth Castles or cities such as London or Oxford.	
Arriving Airport/Ferry Port/Other	Departing Airport/Ferry Port/Other

Any other local excursions:

<b>ACCOMMODATION (at local guesthouses)</b>			
Single rooms (cost more than shared rooms)	Twin rooms (2 separate beds)	Double rooms (double bed)	Triple rooms (3 separate beds)
Evening meals available at guesthouses @ 12 GBP pp per night		YES <input type="checkbox"/> or NO <input type="checkbox"/>	

**COURSE CONTENT**

Each course will include pre-theatre lectures, post-performance discussions and subject to availability RSC Q&A relating to the plays being seen.

Please indicate which of the following sessions below you would like to include:

- ‘Trust Treasures’ Archive Display
- ‘Texts Through Time’ Talk and Archive Display
- Drama Workshop
- Voice Class
- Renaissance Dance Class (subject to availability)
- Stage Combat Class - minimum age restrictions apply
- ‘Shakespeare and Directing Class’ - university groups only
- Wigs and Make-up Demonstration - school groups only

For more information on our offerings and other lectures/seminars please see below.

Other talk(s) or class(es) you might like to include:

Are there any of our regular speakers you would like to see included on the course?

**VISIT TO SHAKESPEARE HOUSES**

Please indicate which, if any you would like to visit:

- Shakespeare’s Birthplace
- Shakespeare’s New Place
- Hall’s Croft
- Anne Hathaway’s Cottage
- Mary Arden’s Farm (Mar to Oct only)

Further information on these houses can be found at: <https://www.shakespeare.org.uk/visit/>

Name \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN VIA EMAIL TO: THE LEARNING DEPARTMENT AT THE SHAKESPEARE BIRTHPLACE TRUST**  
[LEARNING@SHAKESPEARE.ORG.UK](mailto:LEARNING@SHAKESPEARE.ORG.UK).

***Please let us know which lectures, workshops and archive sessions you would like us to include as part of the bespoke sample itinerary for your Shakespeare study course at The Shakespeare Birthplace Trust:***

**Pre-theatre Lecture on the Play being Seen – 60 minutes**

This session can be delivered for two levels. Assuming pre-knowledge of the text, it can take the form of a pre-performance lecture, setting up the group for the play to be seen. It will consider the dramatic challenges of the play, including taking the play from page to stage, as well as giving students an idea of what to look out for in the production. Alternatively, the lecture can take the form of an introduction to the play, covering plot, character, narrative and themes.

**Group Post-Performance Discussion – 60 minutes**

These seminar sessions offer a chaired discussion in which students are encouraged to share their views on how the production they saw rose to the challenges of the play. Students are encouraged to participate and lively debates often ensue.

**RSC Question and Answer Sessions – 60 minutes**

These are facilitated sessions with a member of the RSC's acting company involved with the specific play the group has seen. These sessions provide a unique insight into a production and take students behind the scenes into the world of professional theatre. [As these are arranged with the RSC Company Managers we cannot promise particular speakers and company rehearsal schedules or matinee performances may limit availability.]

**'Trust Treasures' Archive Display – 60 minutes**

Based on the unique holdings of the renowned library, archive and museum collections of the Shakespeare Birthplace Trust. See up-close some of the rare and beautiful items relating to Shakespeare and his life in Stratford-upon-Avon, including items not normally seen except in exhibitions. Look at books he used as sources for his plays, early modern museum items and maps, and explore theatre ephemera from the 18th Century to the present day, including items from the Shakespeare Memorial Theatre and the RSC.

**'Texts Through Time' Talk & Display – 60 minutes**

Learn about the editorial history of Shakespeare's plays through the collections of the Shakespeare Birthplace Trust, from quartos and Folios via Boydell, Bowdler and the Shilling Shakespeare to online texts. Shakespeare 'in print' has been shaped by technological, educational and religious history, as well as editorial innovations and rivalries. This light-hearted, whirlwind tour through the history and editions of the last four hundred years brings to life the role of the editor, the changing face of Shakespeare's readers and the evolution of his textual legacy. See an original quarto and Folio up-close and get to know the colourful characters who have taken on the challenge of editing Shakespeare afresh.

**Shakespeare and Directing Workshop – 2 hours [University groups only]**

This workshop, hosted by an experienced theatre director, considers the 'super why' of production, from casting to cultural moment. From the dream to the detail we consider aspects of a director's involvement with a performance. Workshops will focus on a play to be seen during your visit, please discuss this at time of booking.

**Voice Class – 60 minutes**

Working with an experienced practitioner to explore vocal techniques used by actors and explore how you can use your own voice.

**Stage Combat Class – approx. 3 hours**

Working with experienced deliverers this practical workshop will get you all involved in some combative moves and show how these are performed on stage.

**Renaissance Dance Class – 2 hours**

This practical workshop will get you all participating in some traditional Renaissance dances. [Subject to practitioner's availability.]

**Wigs and Make-Up Demonstration – 60 minutes [High school groups only]**

A highly entertaining and informative session showing you the secrets of the wigs and make-up department. From stage blood and hand-made hair pieces, fake injuries guaranteed.

**Performance History Lecture – 60 minutes**

An illustrated lecture drawing on our extensive archive of images covering the performance history of any of Shakespeare's plays. From original staging through 18th, 19th and 20th century productions. Please indicate choice of play at the time of booking.

**Shakespeare's Stages Talk – 60 minutes**

This illustrated session considers the variation of stages on which Shakespeare's plays have been performed. From the stages available to Shakespeare in early modern England we trace the development of staging through to the present day.

**Sonnet Class – 60 minutes**

A seminar offering a close reading of one or two of Shakespeare's sonnets, explore interpretation and experiment with reading aloud.

**Lectures with Professor Sir Stanley Wells**

Professor Sir Stanley Wells is one of the world's leading Shakespearian scholar as well as a former Chairman and now Honorary President of the Shakespeare Birthplace Trust. Stanley's lectures are insightful and expertly delivered. He speaks on a range of topics many of which reflect his publications. [A list of topics is available on request.](#)

**Lectures with Roger Pringle**

Roger Pringle, the former director of The Shakespeare Birthplace Trust is an academic with a passion for the Shakespeare's heritage and cultural legacy. Roger's lectures are impeccably researched and showcase years of personal interest and experience. Themes include Shakespeare's life and the wider Tudor times, as well as 'Americans and Stratford upon Avon'. [More details on the individual topics available on request.](#)