

# Pottery West

LAS VEGAS, NV

## Class & Workshop Registration Form

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Is this for a: Class Workshop \_\_\_\_\_ (title of workshop)

Form of Payment:

Check #: \_\_\_\_\_ Enclosed is a check in the amount of \$ \_\_\_\_\_

Credit Card: Visa MasterCard Discover Total amount of charge: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ 3-digit verification number \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration for Workshops:

- Space is limited to 20 participants for our "Hands-On" workshops.
- A deposit of 50% is required to secure your registration. The remainder must be paid in full 30 days prior to the workshop date.
- You may request to be placed on a waiting list if a workshop is full. We will contact you as soon as possible if an opening comes available.

Accommodations:

- On-site accommodations will be available starting April 18, 2008. Fees are posted on the workshop schedule.
- Off-site accommodations are available at the Santa Fe Hotel and Casino – 2 blocks from Pottery West.

Cancellations:

There is a 10% processing fee for all cancellations. Cancellations may be made up to 30 days prior to the workshop date for a refund. You may arrive on-site for a workshop the day before a workshop starts, between the hours of 4 pm and 6 pm. A mandatory meeting will be held at 7pm that same evening for the workshop participants staying at Pottery West.

On-site housing participants "Daily Workshop Schedule":

6am – 9am: Breakfast is available in the main kitchen; Self-service

9am: Workshop starts

12pm: Lunch *POT-LUCK*

1pm: Workshop continues

4pm – 5pm: Workshop concludes for the day

List Food allergies: \_\_\_\_\_

I look forward to hosting a great workshop experience for you here at Pottery West ~ Amy Kline, Director  
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