

TERMS AND CONDITIONS

Workshop Booking Information

Please speak with us to find an available date that suits you and your group.

We can hold a date for up to 3 days for you while you liaise with your guests and make sure the date is suitable for everyone to attend. After this time a deposit will need to be paid to lock in your booking, otherwise the date will be forfeited and available for other customers to book.

Once a date has been agreed upon, we will ask you to complete [this form](#) to provide us with all the information we need to get you booked in and in our system.

We will email you a booking deposit invoice which is equivalent to one person's attendance fee (plus any travel fee, if applicable). This is to be paid within 7 days, payment of this booking invoice locks in your date.

You will then be contacted 7-10 days prior to your workshop so we can obtain your final number of participants. We will email you another invoice for payment of the balance. This is to be paid not later than 5 days prior to your workshop. It is up to you to pay in full/collect up attendance fees from your guests and pay in one transaction online via the payment link within the invoice email.

*Please note whether booking in for a workshop at GLL or hosting one at your place, payment confirms your booking, and your date/attendance is not confirmed until payment is received.

Kokedama Workshops

Two Kokedama Ball workshops will run for approx. 2-2.5 hours. The exact length of time will vary depending on the number of participants and their ability level. We understand that not all groups may be finished within 2.5 hours so are happy to stay longer where required for everyone to finish their kokedama (within reason).

Single Ball Kokedama Workshops run for approx. 1-1.5 hours.

We will bring along a trestle table to put all the plants and materials on and under. If you can please provide table/s and chairs for all the attendees to sit and make their kokedama at, that would be great.

We need a spot at the table for the instructor to squeeze in too so they can demonstrate along with you all. If you plan to have food/nibbles it will need to be somewhere separate to the table we are working at, as we will need the space for the soil/materials on our table. Some hosts like to pop a disposable tablecloth down on the table, as it makes for a really easy clean up!

*If you need any extra trestle tables or chairs, speak with us prior as we can arrange this.

We will need to arrive approx. 30-45 mins prior to commencing to set up.

Everlasting Kokedama Workshops

Everlasting Kokedama Workshops run for approx. 2-2.5 hours. Each participant will make one medium sized kokedama ball complete with a dried/preserved floral arrangement and a base for it to sit on.

Each workshop will need to have a set theme, as we make a sample kokedama ball to bring with us for participants to use as a guide. For open house workshops, the theme will be listed in the booking information. For private bookings, we can discuss and you can choose a theme (neutrals, brights, natives, a specific key colour etc) at the time of booking. Some colours or styles may be unavailable due to stock availability, but we can let you know if there are any issues. We can usually work with your requests to create something lovely and suitable.

The setup for these workshops is the same as the other kokedama workshops listed above in that we ask for you to provide a table and chairs for all participants and the instructor, and allow a spot somewhere nearby for the instructor to set up their trestle table for supplies. If you want to have nibbles for guests, please ensure they are not set up on the table we are working at, as they will end up covered in coconut fibre.

Macrame Workshops

Macrame Workshops run for approx. 3 – 3.5 hours, again the exact length of time will depend on the number of participants and their ability level.

We will bring along racks for everyone to hang their pieces from and work at. If you are able to provide chairs that would be ideal.

For the Hanging Planter workshop (including plant) we will bring a trestle table to pop the pots, plants and soil on so will also need a space to set this up.

We will need to arrive 30 minutes prior to the start time to set up.

Pot type/rope colour may vary depending on what is currently available from our suppliers, however we always aim to provide something that is nice and neutral so it will suit most people's décor. If you have any special requests for a specific pot type/colour, please let us know and we can try to accommodate, where possible.

Plants provided will be based on what is seasonally available from our suppliers.

Workshops at Green Leaf Lounge

If you are attending a workshop at GLL in Mawson Lakes, please be advised that there is very limited parking on Alexandrina Walk, so you will need to park on the adjoining streets. Please take note of any street signs relating to parking time limits.

BYO Alcohol

You are welcome to BYO alcohol to workshops held at GLL should you wish.

Cancellation Policy

If you are unable to go ahead with your workshop as planned, we would look to reschedule to a new date in the first instance.

Workshop deposits are non-refundable; however they may be transferred to move your booking to a new date should the need arise. We need to be advised by 3 weeks prior (unless extenuating circumstances apply) for requests to transfer to a new date, after this time the deposit is no longer transferrable nor refundable.

A refund may be offered for the remaining balance paid *in special circumstances only* (assessed on a case-by-case basis, just have a chat to us), but no refunds will apply to the deposit portion (we need to cover our costs). No refunds or credits are offered for change of mind/non-attendance on the day of workshop.

If you have booked and paid to attend a workshop at GLL but don't attend on the day and don't let us know prior, then unfortunately your attendance fee will be forfeited. To transfer your fee to a future workshop date or store credit, we need at least 3 days' notice of your cancellation. Special allowances may apply on a case-by-case basis for extenuating circumstances.

If a workshop is cancelled by Green Leaf Lounge, you will be offered the choice of transferring to a future workshop date, store credit or a full refund.

Travel Fee

We are happy to travel all over Adelaide to bring our workshops to you. Anywhere located within a 30-minute drive of Mawson Lakes is included in the price per head. Anything distance greater than this will incur a one-off travel fee, the fee amount will vary depending on distance/time. Please advise of your location upon booking and we can provide you with the travel fee cost.

Minimum/Maximum Numbers

For all of our Kokedama Workshops we require a minimum number of 6 participants and a maximum of 20 participants per session.

We may be able to run a session for a smaller group, with a surcharge of \$15pp applicable – ask us about this if you're interested.

For our Macrame Workshops we require a minimum number of 6 participants and a maximum number of 14 participants per session.

We cannot run a session for more than 20 people both due to our public liability insurance requirements, and due to the nature of what we do – more than 20 people would be too large a group to adequately provide hands on help and a personal experience.

However if your workshop is to be held at a venue (not a private residential premises) our workshop would be covered by the insurance of the venue, in which instance a larger group may be able to be negotiated – just ask us.

Social Media Images and Videos

During your workshop we may take photos and videos to share on our social pages, our website, or use for promotional material. If you have any concerns regarding this, or do not wish for images of your workshop or certain attendees to be shared please let us know.