



Event Terms & Conditions

EFFECTIVE 1 JULY 2026

About this copy. This is ISTA's Event Terms & Conditions as published on istaglobal.org when it was downloaded or printed, on the date shown at the top of this copy. We review and update our policies from time to time, so this copy may since have been replaced. The current version, which is the one that applies, is always at istaglobal.org/legal/event-terms-and-conditions.

The terms for booking and taking part in ISTA events in 2026–2027.

These Terms & Conditions apply to all ISTA events, festivals, workshops, professional development programmes, consultancies, AIRs and bespoke educational engagements ("Events").

By submitting a booking form and/or making payment, the Booking Party confirms acceptance of these Terms & Conditions.

ISTA contracts exclusively with Schools, Organisations, educators, and professional practitioners booking in their own capacity. ISTA does not contract with individual parents, students booking independently, or travel agents.

All invoices are issued in GBP (Great British Pounds).

1 Definitions

Event	Any ISTA festival, TAPS, FRAME, IB workshop, PD&L, conference, consultancy, AIR, mentoring programme or bespoke engagement.
School / Organisation	The legal entity making the booking.
Individual Participant	An educator, artist, or professional booking in their own capacity for an adult-only Event.
Booking Party	The School / Organisation or Individual Participant making the booking and accepting these Terms & Conditions.

Attendee	Any person attending an Event, whether registered under a School / Organisation booking or registered as an Individual Participant.
Student Attendee	An Attendee participating as part of a School / Organisation booking as a learner, accompanied by authorised school representatives or chaperones.
Adult Attendee	An Attendee participating either: • as part of a School / Organisation booking in a professional capacity; or • as an Individual Participant booking independently.
ISTA Staff	Employees, freelance artists, workshop leaders, specialists and authorised representatives engaged by ISTA in connection with an Event.
Host	The institution hosting the Event where applicable.
Force Majeure	Circumstances beyond ISTA's reasonable control including natural disasters, government restrictions, war, public health emergencies, transport failure, labour disputes or similar events.

2 General Booking Responsibilities

2.1 Pre-booking Responsibilities

Before booking, the Booking Party must:

- Ensure they understand these Terms.
- Confirm authority to commit to payment.
- Confirm travel viability and visa requirements where relevant.
- Ensure appropriate insurance cover is in place.

Where a booking is made by an educator on behalf of a School, the School remains responsible for payment and compliance.

Where a booking is made by an Individual Participant, that individual assumes full responsibility for payment and participation.

2.2 ISTA Programme Delivery

ISTA retains sole discretion over the content, structure, staffing and delivery of Events. ISTA may substitute ISTA Staff where necessary. Reasonable programme changes do not constitute breach and do not give rise to refunds.

3 Payment Terms

3.1 Festivals (Student Events)

- 50% non-refundable, non-transferable deposit upon booking.
- Remaining 50% invoiced approximately 12 weeks prior.
- Deposits are forfeited for reduced student numbers.
- Additional students incur an additional 50% deposit per added participant.

3.2 TAPS & FRAME (Student Events)

- 25% non-refundable, non-transferable deposit upon booking.
- Remaining 75% invoiced approximately 6 weeks prior.
- Deposits forfeited for reduced numbers.
- Additional students incur an additional 25% deposit per added participant.

3.3 Adult-Only IB Workshops, PD&L and Conferences

- 100% invoiced upon booking.
- Payment due within 30 days.
- Fees are non-refundable and non-transferable.

3.4 Bespoke Events

- 50% non-refundable deposit upon booking.
- Remaining 50% due two weeks prior to commencement.

3.5 AIRs, Consultancies & Mentoring

- Full invoice issued upon confirmation.
- Schools are responsible for all additional artist expenses including travel, accommodation, visas and transport.

Individual Participants are responsible for their own travel and accommodation unless explicitly agreed otherwise.

4 Cancellation

4.1 If ISTA Cancels

ISTA may cancel due to insufficient enrolment or Force Majeure.

In such cases:

- Event Fees paid will be refunded in full.
- ISTA is not responsible for travel, accommodation or incidental costs.

Appropriate cancellation insurance is strongly recommended.

4.2 If the Booking Party Cancels

Student Festivals, TAPS & FRAME

- Deposits are non-refundable.
- Full fees payable following final invoice.
- Exception applies only in genuine Force Majeure circumstances.

Adult-Only Events

- Fees are non-refundable and non-transferable.

AIRs & Consultancies

- 12–6 weeks before start: 50% refund.
- Less than 6 weeks: no refund.
- Non-recoverable artist expenses must be reimbursed.

5 School Responsibilities

Applies only where Student Attendees are involved

Where an Event involves Student Attendees, the School / Organisation retains responsibility for:

- Travel and accommodation arrangements unless explicitly included.
- Supervision, welfare and conduct of Student Attendees at all times, both at the venue and off-site, including excursions, cultural experience trips and any other organised activities connected to the Event.
- Risk assessments relating to participation.
- Compliance with local laws.
- Communication with parents or guardians.

ISTA does not assume parental communication responsibility.

6 Supervision & Safeguarding

Applies only where Student Attendees are involved

Where an Event includes Student Attendees:

- The School retains primary duty of care at all times.
 - A minimum of two authorised adult chaperones is required for international groups.
 - At least one authorised adult must remain present at all times.
 - Accompanying adults must hold appropriate safeguarding clearance.
 - ISTA Staff facilitate programmed Event activities but do not assume supervisory or pastoral responsibility for Student Attendees outside scheduled sessions.
 - The presence of ISTA Staff does not transfer supervisory responsibility from the School to ISTA.
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7 Accommodation

Applies only where Student Attendees are involved

Where accommodation is required:

- Schools are responsible for booking and payment unless explicitly included.
- ISTA assumes no legal liability for hotel operations.
- Parents must be informed of housing arrangements.

8 Student Code of Conduct

Applies only where Student Attendees are involved

Schools must ensure Student Attendees:

- Respect local laws and host culture.
- Observe curfew requirements.
- Do not consume alcohol, tobacco or drugs.
- Do not travel unsupervised without permission.
- Conduct themselves appropriately at all times.

Breaches may result in removal from the Event without refund.

9 Health & Participation

ISTA Events may involve practical activities and collaborative exercises, including movement, technical activities, performance-based work, extended standing, or other active participation.

9.1 Where Student Attendees Are Involved

The School confirms that:

- Student Attendees are medically fit to participate.
- Relevant medical information has been disclosed where necessary.
- Appropriate parental or guardian consent has been obtained.
- The School retains responsibility for determining safe participation.

9.2 Adult Attendees

All Adult Attendees confirm that:

- They are medically fit to participate.
- They take responsibility for managing their own health and wellbeing.
- They will notify ISTA of any condition requiring reasonable adjustment.

ISTA does not provide medical supervision.

10 Recording & Photography

Applies to all Events

10.1 General Recording Restrictions

The Booking Party and all Attendees agree that:

- No filming, live streaming, audio recording, or photography of Event content or participants may take place without ISTA's prior written consent.
- No commercial or public distribution of Event content is permitted without written agreement.
- Recording for personal reference must not include identifiable images or footage of other participants unless explicit permission has been granted.

10.2 Where Student Attendees Are Involved

The School further confirms that:

- ISTA's photography and video policy will be circulated and understood.
- Appropriate parental or guardian consent has been obtained where required.
- Any media captured complies with safeguarding and data protection law.
- Students will not undertake independent filming or posting of Event content without supervision and prior agreement.

10.3 Adult-Only Events

Participants must not record, reproduce, or distribute video or images of other participants or Event teaching content without ISTA's prior written consent.

11 Intellectual Property

All intellectual property rights in ISTA Events, materials and programming remain the property of ISTA.

Participation does not transfer ownership rights.

12 Insurance & Limitation of Liability

12.1 Insurance

Schools and Individual Participants must maintain appropriate travel, medical and liability insurance.

12.1.1 Host Insurance

ISTA will use reasonable endeavours to ensure that event Hosts maintain appropriate insurance cover for the venue and its operations. ISTA is not responsible for any failure by a Host to maintain such insurance.

12.2 Limitation of ISTA Liability

Nothing in these Terms limits liability for:

- Death or personal injury caused by negligence
- Fraud or fraudulent misrepresentation
- Liability which cannot lawfully be excluded

Subject to the above:

1. ISTA's total aggregate liability arising from any Event shall not exceed the total Event Fees paid for the relevant Event.
2. ISTA shall not be liable for:
 - Indirect or consequential losses
 - Loss of profit, reputation or opportunity
 - Travel, accommodation or incidental costs
 - Loss or theft of personal belongings
 - Acts or omissions of Hosts, hotels, transport providers or third parties

Where Student Attendees are involved, the School retains primary responsibility for supervision and welfare at all times.

13 Force Majeure

ISTA shall not be liable for delay or failure resulting from Force Majeure.

14 Data Protection

Both parties agree to comply with UK GDPR and all applicable data protection legislation.

ISTA acts as an independent data controller in relation to personal data submitted for Event participation. ISTA determines the purposes and means of processing such data for Event delivery, safeguarding, operational coordination, and related administrative requirements.

The Booking Party confirms that it has a lawful basis for sharing personal data with ISTA for the purposes of Event participation.

ISTA may process personal data for:

- Event coordination and administration
- Safeguarding and welfare
- Accommodation and logistical arrangements
- Emergency contact and health considerations
- Communication relating to the Event

Where necessary for Event delivery, ISTA may share relevant personal data with Hosts and approved suppliers, including those located outside the United Kingdom. ISTA will only share data that is necessary for the safe and effective delivery of the Event and will implement appropriate safeguards in accordance with applicable data protection law.

Further information about how ISTA processes personal data, including retention periods and data subject rights, is set out in ISTA's Privacy Policy available at www.istaglobal.org/legal/privacy-policy.

15 Termination

ISTA may terminate participation:

- For non-payment
- For material breach
- Where, in the reasonable opinion of ISTA or its authorised ISTA Staff, safeguarding or welfare concerns arise
- For insolvency

16 Governing Law

These Terms are governed by the laws of England and Wales.

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