

Easton&OtleyCollege

TERMS AND CONDITIONS

1. Any use of the College in any capacity is made subject to the user conforming to these regulations.
2. The College accepts no responsibility for any loss, damage, injury or cost incurred during attendance at the College.
3. The right to refuse admission to the College is reserved to the College and its staff.
3. The hirer shall pay for any damage incurred as a consequence of their booking.
4. The hirer shall be responsible for the behaviour of all users associated with the booking.
5. The hirer shall be responsible for any claim in respect of damage, injury or loss arising from the booking.
6. The person signing the application also accepts full responsibility for any claims for personal injury arising from negligence on their part. Where in view of the College a function is considered to represent an element of risk to those persons present, the College reserves the right to require sight of evidence of Public Liability Insurance to a minimum of £3.5 million and in its absence, to refuse the booking. This does not remove the hirer's responsibility to have suitable insurance for every event.
7. The College operates a no smoking policy except in the designated areas.
8. No animals to be brought into the College.
9. No Food or drink may be brought to the College without prior written agreement by the College Principle.
10. Photographs for professional publication must not be taken unless agreed by the College Principal.
11. No gambling or gaming to take place.
12. Accommodation - Rooms are available after 3pm on day of arrival, we ask all rooms are vacated by 10am on day of departure. Please note, we do not supply toiletries or towels for the rooms.
13. No equipment to be brought into College without prior written consent. No consent will be given without appropriate certification and/or risk assessment being provided.
14. Deposit - a 30% deposit will be required to confirm a booking, this may only be waived by the College Principal.
15. Cancellations will only be deemed to be acceptable when RECEIVED in writing / email and are subject to the following scale of charges:

More than 8 weeks	20%
Less than 8 weeks	50%
Less than 4 weeks	75%
Less than 7 days	100%

16. Final Numbers Charges are based on the expected numbers attending. Final numbers are required seven full days before the event – this is the number that will be charged for unless numbers are increased.
17. Our prices exclude VAT (where applicable) at the prevailing rate. Charges will be re-adjusted if there is any alteration in VAT rates or conference rates increase.
18. An email confirmation will be sent to confirm your booking along with a guide price which we reserve the right to adjust in accordance with the above conditions. Please check the details on the confirmation are correct as this confirms your booking. The College reserves the right to change rooms as appropriate.
19. Cheques should be payable to **Easton and Otley College**.