

SCHOOL - CONDITIONS OF BOOKING

BOOKINGS

Provisional bookings will be acknowledged in writing by the Trust.

PAYMENT

Deposit – To secure the booking a completed booking form and **non-returnable deposit** of £350.00 per week or part thereof must be received by the Trust within one month of provisional booking acknowledgement.

Remainder of Payment – Invoiced at group's departure.

If, for any reason, the Trust is forced to cancel a booking, all fees paid in advance will be returned to the person/organisation responsible for making the booking.

The Trust accepts no responsibility for any other liabilities or expenses incurred by the user in connection with the booking.

INSURANCE

The Springhead Trust cannot be held responsible for loss or damage to visitors' property whilst taking part in activities of the Trust or using the Centre.

Children are always the responsibility of school staff, and the group leader will be asked to read and sign a disclaimer upon arrival.

GENERAL INFORMATION

ARRIVAL

Times unless otherwise arranged with the Trust should be as follows:

Monday - Thursday – Not before 10.00 am

Friday – Not before 5 p.m.

DEPARTURE

Times unless otherwise arranged with the Trust should be as follows:

Monday-Friday – Groups should be clear of all accommodation by 10.00 am and have vacated the centre by 2 pm.

Sundays – Groups should be clear of the Centre by 3 p.m.

FACILITIES

Groups should bring packed lunches on the first day, thereafter all meals are provided. Special dietary requirements can be met given reasonable prior notice and all mealtimes arranged to suit your programme.

Dormitories – **Please DO NOT bring any bedding with you as this will be provided by the centre.** Pupils and staff are required to bring their own towels and personal items.

Cleaning – The Centre is cleaned prior to the arrival of groups. However, users are asked to keep the Centre clean and tidy during their stay.

Grounds – Groups are asked to respect the beauty and peace of the surroundings. Part of the facilities and grounds remain private, and you are asked to respect this.

Vehicles – Car parking is provided in the car park above the Centre. Cars must not be left in the courtyard. Where groups are using coaches, it should be noted that they are required to drop their passengers in the car park above the Centre and not at the lower pedestrian entrance. No liability is accepted for loss or damage to vehicles or contents.

Security – Users are responsible for the security of their own possessions.

The Springhead Trust can accept no responsibility for loss or damage to any users' possessions.

Telephone – There is a payphone situated in the Dining Room (01747 812008). For most networks, mobile phone signal is poor, however the whole site is covered by Wifi.

COVID 19 – **It will be the school's responsibility to observe the current Covid restrictions in place at the time of their visit.**

Under the General Data Protection Regulations of 2018, the Trust must inform its clients that their names and contact details will be kept on a computer database. This information will be used exclusively for the purpose of the client's booking and will not be disclosed to a third party.