

BOOKING CONDITIONS FOR THE FIELD STUDIES CENTRE

FEES AND PAYMENT

1. The total course fee payable will be based on whichever amount is the higher between the places booked and the minimum fee.
2. A non-returnable booking deposit of 10% of the minimum course fee will be sent from Norfolk County Council which is payable within 28 days from the date of the invoice.
3. A final invoice which will include any extra places taken and sundries incurred will be sent directly after the course, and payment shall be due in full within 28 days from the date of the invoice.

CANCELLATION BY YOU

4. If cancellation of a course is made at any time between the period of 24 and 20 clear weeks before the course begins then 25% of the minimum course fee due (including the deposit) shall be payable i.e. a further 15%.
5. If cancellation of a course is made at any time between the period of 20 and 16 clear weeks before the course begins, then a cancellation fee of 50% of the minimum course fees due (including the deposit) shall be payable i.e. a further 40%.
6. If cancellation of a course is made at any time less than 16 clear weeks before the course begins, then a cancellation fee comprising the total course fees due for the number of places booked or the minimum course fee if greater, shall be payable (less the deposit already paid).

CANCELLATION BY THE FIELD STUDIES CENTRE

7. If the behaviour of any member of any party is considered likely to cause offence, danger, damage or distress to others, the Field Studies Centre reserves the right at all times to cancel or terminate the course completely. There will be no obligation in such circumstances for the Field Studies Centre to cover any expenses which may be incurred by the party concerned and neither will it consider or accept any claims for compensation or refunds what so ever.
8. In the unlikely event of the Field Studies Centre having to cancel your course due to circumstances beyond it's control, for example due to unforeseen emergency works to the building to ensure the Health and Safety of customers, or the sudden onset of extreme weather conditions that make the provision of services or field work inadvisable, the course fees will be refunded in full and every effort will be made to rebook you. No liability will be accepted for any losses, or expenses sustained by you or claims for compensation, as a result of the cancellation of your course.

YOUR LIABILITY

- 9a. On Centre led courses visitors are insured under the County Council's Public Liability Insurance only. This does not include personal accident cover. We strongly advise you to take out appropriate personal accident cover for the duration of your stay.
- 9b. On self led courses we will require in advance, a copy of your organisation's public liability insurance cover to the sum of £5 million pounds. We also strongly advise you to take out appropriate personal accident cover for the duration of your stay.
10. No responsibility is accepted for loss or damage sustained to personal or your organisations items. You should consider whether you need your own insurance cover.
11. Any losses, breakages or damage sustained to the building and/or the equipment of the Field Studies Centre during your stay will be your responsibility and payment will be due within 28 days of the date of an invoice submitted to you. Please consider the level of insurance cover you require.
12. All bedding, domestic equipment and library books used by the group must be checked and left in a clean and tidy condition on departure.
13. The security of the Centre is the responsibility of the visiting group leader, between the hours of 1700 and 0830 hours and when the Centre staff are off duty, and on any occasion outside those hours specifically negotiated between the Centre Head and the Group Leader.
14. Group leaders accept responsibility for the good conduct of any participants during the course.
15. The visiting Group Leader is responsible for making the necessary arrangements, for self-tutored courses, in good time, with reserve wardens and landowners. Advice and contacts are available from the Head of Centre.

HEALTH AND SAFETY

16. The Head of Centre requires a list of all people who will be resident in the building during your stay and a copy of your course timetable, at least two weeks in advance of your course.
17. A NO SMOKING policy operates within the Centre.

PLEASE NOTE

18. The person signing the booking form warrants to the Field Studies Centre as a fundamental term of contract, that he or she has the authority of each party member (and when a member is less than 18 years old, the authority of a parent or legal guardian) to contract with the Field Studies Centre on behalf of each such member on the basis of these conditions, and that all such persons are aware of these conditions and have agreed to be bound by them.
19. This contract shall be governed by English Law and is subject to the exclusive jurisdiction of the Courts of England and Wales.