

## TERMS AND CONDITIONS 2016/17 SCHOOLS AND GROUPS

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### Booking and Cancellation Policy

All bookings will be acknowledged in writing and the full amount will be required to secure your booking.

Islington schools will be charged a deposit of 20% of the cost through the statement of charge.

Non-Islington schools will be charged 20% of the cost by invoice as a deposit. This is to be paid within 10 working days of receipt of the invoice.

Any further charges, i.e. activities, trips, coach travel or any other expenses, will be requested through the statement of charge or by invoice after your stay and must be paid within 10 working days. Schools have a two-week grace period from receipt of their confirmation letter to highlight any problems, after which the following charges apply:

- All cancellations will be subject to a 20% cancellation charge based on the cost of your visit
- If a cancellation occurs within 3 months of your visit, the school will be charged the full amount

### Attendance

The client shall not be entitled to any reduction in price if the final numbers are lower than that stated in the original booking confirmation. Any per head priced mentioned in a proposal is for information only and is an indication only of that price as part of a total price. Additional delegates added to the agreed figure may be charged at a price per head as an extra.

### Additional Services

Additional services requested by the client, on the day of the event and not included in the original booking confirmation, will be invoiced and payable within seven days after the issue date of the invoice. Additional services requested prior to the event shall be invoiced and payable prior to the event, unless agreed in writing by both parties.

### Meals

If your booking is fully catered, all meals are provided apart from lunch on the first day of your visit; for this meal pupils should bring a packed lunch. Food or drink is not permitted in any room except the dining room.

## Transport

We can arrange your transport requirements; prices are available on request.

## Copyright

Copyright in all materials provided during or in connection with the booking shall belong to London Borough of Islington, and all rights in it are reserved by the owner. No part of the material may be copied, transferred or made available to users other than the original recipient, printed or electronically, without the prior written permission of London Borough of Islington.

## Security

Personal property remains the responsibility of the delegates at all times. We recommend that valuables are not left unattended even when arrangement has been made for training rooms to be locked.

## Disclaimer

London Borough of Islington has used its experience and expertise to provide a programme of activities with content which is relevant, accurate and valid. However, we accept no responsibility or liability for consequences arising from its implementation. To the extent permitted by law, London Borough of Islington excludes liability for any loss or injury incurred by any delegate whilst attending or travelling to or from courses held at Cardfields.