

# Lineham Farm

## Children's Centre

### **Special Terms and Conditions**

Commencement for the provision of Services is

The period for which the provision of services will be delivered is

#### **1. General**

##### 1.1 Glossary

“Activity” means any activity or services offered to customers whilst using the Activity Centre.

“Activity Centre” means Lineham Farm Childrens Centre, whose address is at Swan Lane, Eccup, Leeds, LS16 8AZ and references to “our”, 'us' and 'we' shall have the same meaning.

“Activity Day” means group(s) visiting the Activity Centre for a day none residential.

"Booking" means a booking for a stay, event or Activity at the Activity Centre and includes accommodation, meals and any additional Activity (including those provided by a 3rd Party) purchased from the Activity Centre.

"Group" means a group of up to a maximum of 48 children and accompanying adults.

#### **2. Making a Booking**

2.1 All Bookings are subject to our acceptance and availability. We reserve the right to decline any Booking at our discretion. It is your responsibility to check that all details on the Booking form are correct and any errors in the Booking must be brought to our attention within 14 days of receipt of the Booking confirmation. Current prices are attached at Schedule 1.

2.2 Bookings can only be amended and/or discussed by/with the Customer who has made the Booking.

2.3 Bookings may be made by telephoning the Activity Centre direct on (0113) 378 3945 or emailing [linehamenquiries@leeds.gov.uk](mailto:linehamenquiries@leeds.gov.uk)

2.4 A provisional booking can be requested to hold your preferred date for up to 14 days. If after this time you have not returned the completed booking paper work as in Clause 2.5 your provisional booking request will be removed from the Lineham Farm Centre diary with notification to you.

2.5 Once we receive your completed booking form and acceptance of charges, an email will be sent to confirm your booking.

#### **3. Activity Choices and Dietary Requirements**

3.1 You are required to provide your dietary requirements no later than four weeks prior to arrival.

3.2 You are required to confirm your preferred activity choices as soon as possible and no later than 6 weeks prior to your visit by contacting our office. If these have not been confirmed, an Activity program will be provided as determined by us and it may not be possible to meet your preferred choice.

3.3 Activities will be discussed with the centre manager at the pre-visit meeting either on-site or at school.

#### **4. Group Bookings**

4.1 Group Bookings will have a nominated group leader, who is responsible for making and overseeing the Booking, including financial and legal responsibility.

4.2 Group leaders accompanying the Group are responsible for the discipline and behaviour of their Group. Group leaders are responsible for all damage caused by their action or inaction, or the actions or inactions of all persons in their Group.

4.3. If you change your Booking;

4.4 If, less than two weeks prior to your due date of arrival, the numbers in your Group decrease from that confirmed in your Booking, we reserve the right to charge you for the full cost of the Booking.

4.5 If, at any time prior to your due date of arrival, the numbers in your Group increase from 32 (up to a maximum of 46) from that confirmed in your Booking, we will charge you the additional amount set out above for each additional person added to your Booking.

#### **5. Booking Cancellation Fees**

5.1 All Booking cancellations are subject to the cancellation fees contained within this clause.

5.2 Cancellation of any Activity Day must be made in writing and shall be subject to the following cancellation fees -

(i) After Booking confirmed but before (ii) below; £50.00 (Admin charge) + vat

(ii) Between 1-3 months before the date of the Activity day: £100.00 charge + vat

(iii) Between 2 weeks and 1 month before the date of the Activity Day: 50% charge + vat

(iv) Less than two weeks before the date of the Activity day: 100% charge + vat

5.3 Cancellation of any Residential Booking must be made in Writing and shall be subject to the following cancellation fees -

(i) After Booking confirmed but before (ii) below; **20% of total booking + VAT (if applicable)**

(ii) Between 1-3 months before the date of arrival at the Activity Centre: **50% charge + VAT**

(iii) Between 2 weeks and 1 month before the date of arrival at the Activity Centre: **75% charge + VAT**

(iv) Less than two weeks before the date of arrival at the Activity Centre: **100% charge + VAT**

## **6. Your Responsibility and Behaviour**

6.1 If your behaviour, or that of any member of your Group is considered likely to cause danger, damage or offence to any other individual we reserve the right at our reasonable discretion to cancel or terminate a Booking with immediate effect. In these circumstances, our responsibility for your Booking will cease and we will not be obliged to cover any expense which may be incurred by you and will not be liable for any claim for compensation or refunds.

6.2 You are responsible for the cost of any damage caused by yourself or your Group during your stay. Should any such behaviour halt or interrupt our ability to continue to offer our services, you will be liable for and fully indemnify us against all, costs, claims and, losses directly or indirectly incurred by us as a result of such behaviour.

6.3 You must read and adhere to the Leader's Pre-visit Information at Schedule 2.

6.4 You must read and adhere to the Essential Information During Your Stay document at Schedule 3.

## **7. If we change your Booking**

7.1 In the unlikely event it becomes necessary to change your Booking, in total or in part, we will inform you as soon as is reasonably possible of any necessary changes.

You will have the choice of:

- (i) accepting the changed arrangements; or
- (ii) purchasing another Booking from us subject to availability (and paying or receiving a refund in respect of any differences); or
- (iii) cancelling your Booking and receiving a full refund of all payments made.

## SCHEDULE 1

### Current Pricing

Pricing	
Residential Package Options (Monday – Friday)	Cost
Autumn Offer – 32 children and 4 staff	<b>1 Night Standard</b> £1,910* <b>1 Night Extra</b> £3,000* <b>2 Night</b> £3,660* <b>3 Night</b> £5,560* <b>4 Night</b> £6,780* Over 32 children up to 46 - £62* per person per night (pppn) Over 4 staff up to 7 - £52* pppn
Spring Offer – 32 children and 4 staff	<b>1 Night Standard</b> £1,910* <b>1 Night Extra</b> £3,000* <b>2 Night</b> £3,660* <b>3 Night</b> £5,560* <b>4 Night</b> £6,580* Over 32 children up to 46 - £62* pppn Over 4 staff up to 7 - £52* pppn
Summer Offer – 32 children and 4 staff	<b>1 Night Standard</b> £2,010* <b>1 Night Extra</b> £3,000* <b>2 Night</b> £3,970* <b>3 Night</b> £5,940* <b>4 Night</b> £7,470* Over 32 children up to 46 - £62* pppn Over 4 staff up to 7 - £52* pppn
*Net Prices not including VAT. Out of Leeds Schools pay an extra 5% in autumn/spring and an extra 10% in summer	
Day Activities (Monday to Friday)	
All of our activities can be experienced for a day or half a day for 8 – 16 children plus teachers. Does not include food.	<b>Half day</b> £8.25* pp <b>Full day</b> £16.50* pp
* Net Prices not including VAT. Out of Leeds Schools pay an extra 5%	