



## Beamsley Project

### Terms & Conditions

1. Terms and conditions apply to guests, all members of their party and day visitors.
2. 'The Project' refers to The Beamsley Project Charitable Trust, Registered Charity No 701574.
3. 'The Centre' and 'The Cottage' refers to specially adapted, self-catering accommodation operated by The Beamsley Project Charitable Trust.
4. A booking may be made by telephone or email but must be confirmed by the completion and return of a booking form within 10 working days. A booking form will be emailed to you, when we have confirmed the required dates are available. The booking form should be returned with a non-refundable deposit of £100 for each booking. If booking the Centre & Cottage a non-refundable deposit of £200 is required. If the deposit and booking form have not been returned within 10 working days, bookings may be released without notice.
5. The full cost of your booking will be due 12 weeks prior to the arrival date and after this date is non-refundable. Bookings cannot be transferred to another date after the cancellation date has passed. If payment is not received within the required time period, bookings will be released without notice.
6. Cancellations made after receipt of the Booking Form and before the 12 weeks will incur an administration fee of £50.
7. Minimum use charges apply for the Centre and Cottage which may differ throughout the year. Please see your booking confirmation for details.
8. The number of holidaymakers sleeping in the accommodation at any one time must not exceed 24 in the Centre and 6 in the Cottage. Sleeping on the floor is not permitted based on our fire regulations and risk assessment.
9. Our arrival & departure days are Mondays and Fridays. There is a minimum stay of 4 nights during the week and 2 nights at weekends. Holidaymakers are asked to arrive between 3pm and 4pm and depart by 10am. We reserve the right to make additional charges if you are late and this requires any changes to staffing arrangements. If you have an emergency that is likely to delay your arrival, please inform the Warden immediately on 0778 8414 079.
10. Tents and Campervans are only permitted if you have exclusive use of the site and if booked in advance and at an additional cost. Guests who are camping are not included in the minimum use numbers.

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11. Day visitors are charged at an additional cost. Please advise if you will have day visitors when booking, so we can prepare the Project accordingly. If you plan to have more than 10-day visitors you must book sole use of the facilities. It is the responsibility of the group organiser to ensure that over-night and day visitors do not exceed 50 guests. It is the group organisers responsibility to risk assess the Health & Safety implications in terms of the number of guests to include parking and the potential access of the emergency services. Parking on the grass outside is not permitted for safety reasons.
12. The Project does not have insurance that covers visitors' personal possessions or personal accidents. The Trustees recommend that visitors take out such insurance together with cancellation insurance.
13. The Beamsley Project Charitable Trust will provide appropriate health and safety arrangements for fire safety, health and safety etc with respect to their normal and reasonable use of the facilities. We do advise all groups to complete a full risk assessment of the property prior to your arrival. If you would like to arrange a show round to complete this, please contact our office. Our risk assessments can be found on our website.
14. We do advise that you complete a Personal Emergency Evacuation Plan (PEEP) for all your guests who may need additional assistance during an evacuation. A template is available on our website.
15. It is the responsibility of the group organiser to ensure that the appropriate child protection protocols and safeguarding procedures or policies are in place and are regularly reviewed, to ensure the protection of all children or vulnerable guest attending.
16. The group organiser will be responsible for ensuring the appropriate insurance to cover the hire period and ensure that staff have undergone safer recruitment process which includes relevant checks with the Disclosure and Barring Service.
17. On arrival you will be required to complete a full Health & Safety induction to the property, carried out by a member of our team. Please ensure that you arrange for one or two of your leaders to be available on arrival for half an hour to participate in this induction.
18. It is your responsibility to ensure a member of your group is available to accept food deliveries. They must be delivered at a different time to your arrival, when your Health & Safety induction is taking place. If our team are required to accept your deliver you may incur a charge of £25 per ½ hour required. The Project does not accept responsibility for damage/ loss or missing items from your deliveries.

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19. On arrival you will be provided with a registration form. The completed registration form should be left by the main exit, to be used in the event of an evacuation and then handed to the Warden on departure.
20. If the property is not available owing to damage by fire, storm or any cause outside the control of the Charity, the Charity's liability will be limited to refunding all monies paid to the Beamsley Project Charitable Trust.
21. You are not permitted to hire live bands, PA systems, karaoke machines, discos or other kinds of entertainment without prior consent of the Beamsley Project. No music equipment is permitted at the property without prior consent of the Beamsley Project. Should any complaint about noise, be received, you may be required to find alternative accommodation.
22. The hire of play equipment including inflatable bouncy castles and other large items are not permitted at the property unless with prior consent of the Beamsley Project.
23. In line with the aims of the Charity, during the main season from April to the end of October, at least one Holidaymaker must have a disability.
24. The Charity operates a no-smoking policy which includes e-cigarettes.
25. For safety reasons the use of naked flames or candles are not permitted without prior notification. If you would like to use candles or similar products you will be required to provide a full risk assessment to the Trust at least 3 weeks prior to your arrival. Where possible alternatives should be found rather than use a naked flame.
26. If you will be using an oxygen cylinder during your stay, please ensure that we are made aware of this prior to your arrival so we can adjust our risk assessment as required.
27. To respect the countryside where we are located fireworks or Chinese lanterns are not permitted. Cattle in nearby farms can be affected.
28. The water to the Beamsley Project is supplied by a private water supply. During periods of low rain fall we ask that you respect the use of water.
29. Due to our rural location there maybe times throughout the year that we have to restrict the use of BBQs to protect the local environment. The project will notify you if this is the case.
30. Any booking is accepted on the strict basis that Holidaymakers shall be liable for the safe removal of all sharps, swabs and dressings, and in signing the booking form for this holiday period, the Holidaymakers indemnify the Project from and against all actions, claims and other matters which may arise should this provision fail to be observed.

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31. The leader undertakes to leave the Property in a clean and tidy condition as you find it. Should extra cleaning be required there will be an additional charge based on £40 p/h. Examples of additional cleaning are:

- Rubbish bins throughout the Centre or Cottage not emptied.
- Rubbish not removed to external waste containers.
- Recycling not sorted and removed to external waste containers.
- Beds not stripped.

This list is not exhaustive and the Trustees reserve the right to impose justifiable additional charges.

32. The property will be inspected on the morning of your departure and you will be advised of any damage that has been found or items that are missing. You must keep the property and all furniture, utensils, equipment, fixtures and fittings in or on the property in the same state of repair and condition as at the commencement of your booking and to ensure that at the end of the hire the property is left in the same state of repair in which it was found. Any damage or breakages must be reported immediately and, where deemed by the Beamsley Project to be non-accidental must be paid for by the guest.

33. Guests' vehicles, their contents and personal belongings are left at the property before, during and after the period of hire entirely at the risk of the guests.

34. All keys are to be returned to the Warden or agreed place on departure. You will be responsible for the replacement locks and keys should the keys be lost. If keys are taken home, you will be required to contact the Warden who will discuss their return. This will be at your cost.

35. Dogs in Centre : In the Centre we do not allow dogs/pets except for registered guide and help or hearing dogs.

Dogs in Cottage: One well-behaved and properly trained dog is allowed at the property with prior consent of the Beamsley Project and with acknowledgement of these strict conditions. If you are booking the Centre and Cottage together dogs are not permitted except registered guide and help or hearing dogs.

The guest must not allow pets in the bedrooms or on any beds, sofas or other furniture within the property, this may result in additional charges being made.

The guest must keep pets on a lead at all times and must not be left to roam the gardens. At no time are dogs allowed in the rear garden of the property. Toileting can take place in the area next to the grave yard. Any waste items must be bagged

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and deposited in the dog bin provided. Failure to do so could result in additional cleaning charges at a rate of £40p/h

Pets must not be left alone in the property or in the garden at any time.

If the guest breaks any of these conditions, the parties involved will be asked to leave immediately with no reimbursement.

The guest is liable for all damage caused by pets in and around the property. Before departure the guest should remove all traces (inside and outside) from the property of any pet occupation, including hairs. The Beamsley Project reserves the right to levy an additional charge for any extra cleaning required after the guest's departure, based on our additional cleaning charges of £40 p/h.

36. The use of a hot tub is not permitted on site.

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