



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. Booking forms can be downloaded from our web site. 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. After this time 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.**
6. **Cancellations made after receipt of the Booking Form and before the 12 weeks will incur an administration fee of £50.**
7. **The minimum charge for the use of the Centre is £336 per night (Subject to change for advanced bookings). Minimum charge for the Cottage is £160 for a 2-night stay for 2 people at weekends & £320 for a 4 night stay midweek. (Subject to change for advanced bookings)**
8. The number of Holidaymakers sleeping in the accommodation at any time must not exceed 24 in the Centre and 6 in the Cottage. Sleeping on the floor is not permitted because of fire regulations.
9. Our arrival & departure days as 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 4p.m. and depart by 10.45 a.m. 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 07788414079.
10. A minimum number of 20 people per night is required in the Centre for joint bookings for the Centre and Cottage.
11. Joint bookings for the Centre and Cottage will be charged at the rate per person of the Centre.
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.**

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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. 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 regularly reviews to ensure the protection of all children 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. Please ensure that you arrange for one or more of your group 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 team is available to accept deliveries and for them to 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.
19. 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.
20. On arrival you will be provided with a registration form and checklist. 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.
21. 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.
22. 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.
23. The Charity operates a no-smoking policy.
24. 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.
25. The leader undertakes to take good care of the Property during the holiday period and will replace or pay for any articles damaged or lost by any member of the group.

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26. The leader undertakes to leave the Property in a clean and tidy condition. Should extra cleaning be required there will be an additional charge based on £35p/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.

27. 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.

28. We only allow guide or assistance dogs in our Centre.

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