**Terms & Conditions**

*The Hirer* shall mean the person (at least 18 years of age) or body of persons making application for the use of equipment, services and those parts of Hatfield Outdoor Activity Centre specified in the booking form. Any agreement to hire the facilities will be between The Hirer and Doncaster Culture & Leisure Trust (DCLT).

Equipment & Facilities

* The Hirer is responsible for the facilities that they utilise and shall be responsible for the repair or replacement for any damages of premises, furniture and equipment arising from negligence, and or omissions that the Hirer is responsible for.
* All equipment used during the period of hire shall be returned at the end of the hire period.
* Any part of the Centre used by the Hirer shall be left in a tidy and orderly condition at the end of the period of hire. Additional cleaning costs incurred beyond those from normal usage will be paid by the Hirer.
* If the Hirer books less than 20 bed spaces, DCLT reserves the right to either charge for 20 bed spaces or allow another suitable group to book out the remaining floor of accommodation.

Deposit & Payment

* A deposit of at least 10% per person per day is required at the time of booking.
* Full confirmation of final numbers of guests as well as payment of all outstanding balances is due and payable one month prior to the date of arrival.
* Teachers / group leaders pay 50% of the booking package per person.
* Changes of participant numbers and catering requirements can be amended up to the date of the final payment. We will endeavour to accommodate additional participant numbers but cannot guarantee this.

Cancellation of Bookings

* DCLT reserves the right to cancel any booking giving a minimum of 2 weeks’ notice. Only in cases of an emergency, will less notice be provided. For any such cancellation by DCLT, the Hirer will receive a refund of any monies paid in respect of the cancellation but will not be responsible for any expenditure whatsoever incurred in relation to the booking which the Hirer or any other person may have incurred or may be liable to pay.
* Cancellation made by the Hirer more than 8 weeks before the arrival date / event date will result in 50% loss of deposit. Cancellations made with 8 weeks or less to the arrival date / event date, will result in loss of the full deposit amount.
* Cancellation by Group after full payment has been made (1 month prior to event) will result in a loss of full payment.

Group Conduct

* The Hirer is responsible for the behaviour and conduct of all group participants whilst using the centre. DCLT reserves the right to exclude any member of the group from the premises if they believe that they their behaviours are not acceptable.
* All group participants must comply with safety regulations and instructions of the Centre staff
* No smoking is permitted anywhere within the centre and its grounds.
* Food and drink can only be consumed in designated areas of the centre. Alcohol can only be consumed in areas designated by the Centre Manager and where written permission has been obtained.
* No right to supply refreshments of any kind shall be deemed to be given to the Hirer or any other person

Miscellaneous

* Any activity that is being run by non-Centre employed staff will be the responsibility of the Hirer
* DCLT will not accept any responsibility to the Hirer or any other person for loss, damage, theft or removal of any property, including all vehicles brought or left by any person in the Hirer’s party
* Vehicles must be parked in designated parking areas and not blocking entry and exit points. DCLT does not accept any liability in respect of loss, damage or removal to of any vehicle parked in the Centre and its Boundary areas.
* For all residential Groups, if the Hirer has not booked a member of DCLT staff to be on duty outside normal operating hours, then the Hirer must follow the overnight operating procedure. A member of Centre staff will be on call 24hours a day but will not be onsite unless booked.
* We will accept liability in respect of any package from which a claim arises as a result of death or bodily injury of the person who made the booking or a member of their party caused directly by the negligence or omission of our own Employees whilst acting in the scope of, or in the course of their employment.
* Many activities are physically demanding and you should ensure you have a sufficient level of fitness to undertake any activity chosen. Participants with any medical conditions should consult their GP before undertaking any activity, furthermore the medical and dietary form provided must specify any medical condition.
* Hatfield Outdoor Activity centre holds public Liability insurance. We strongly recommend the Hirer arranges their own personal accident, cancellation or theft insurance
* Force Majeure – we will not be liable to pay any compensation if we are forced to cancel any aspect of the booking due to circumstances beyond our control which we could not have reasonably foreseen or forestalled. Such circumstances include but are not restricted to Terrorist Activity, riots, civil strife, natural or nuclear disasters, fire or bad weather.
* DCLT reserves the right to cancel your booking or make amendments to your booking as may be deemed necessary due to force Majeure or failure by you to pay the full balance of your account as specified within these terms and conditions
* All personal information given out on the booking form and associated documentation are protected under the Data Protection Act.

V2 | Last Updated 24th July 2017