

River and Rowing Museum Foundation ("The Foundation")

Terms and Conditions applicable to Bookings for School Groups

Bookings for School Groups shall be made with the Education Department at the River & Rowing Museum ("the Museum")

The Foundation is committed to working with schools and teachers to ensure that each school visit to the Museum achieves its educational objectives and is conducted in a safe and professional manner.

In consideration of your school abiding by these terms and conditions, the Foundation undertakes to:

- permit your school group access to the Museum and to our grounds for the purposes of the visit (including access, where applicable, to our Education Centre); and
- where applicable, provide a Museum Tutor to instruct your school group in relation to the course chosen.

In the event that you breach any of these terms and conditions, the Foundation shall be entitled to refuse your school group access to the Museum or to require your school group to vacate the premises.

Payments, Termination & Cancellation of the booking

- The Foundation will confirm a booking for a school group to visit the Museum on the date requested, subject to availability of the Education Centre and to receipt of payment (if requested) of a non-refundable deposit.
- Unless otherwise agreed by the Foundation, the school shall pay our current admission cost for groups, which shall be calculated at the time of booking. A balancing invoice will be sent to the school after the visit and any outstanding payments must be made to the Foundation by return.
- The Foundation will not refund any deposits paid in the event that your school cancels its booking. If your school cancels its booking less than 28 days before the visit, 50% of the total admission cost shall be payable. If the school cancels its booking less than 14 days before the visit, 100% of the admission cost shall be payable.
- Any monies due to the Foundation under this agreement shall be paid by return upon receipt of the Foundation's invoice.

Risk Assessments

- It is the responsibility of the school making the booking to carry out a risk assessment for its own pupils. The Foundation has produced a set of notes to assist schools in preparing their risk assessment document.
- Each school will be offered a full familiarisation and briefing session at the Museum before the visit. We recommend that a date for the familiarisation session is booked at the same time as the visit is booked.

School's Undertakings

Students remain the responsibility of the visiting teacher in charge at all times during the visit.

- A teacher or other qualified adult will be designated by the school as the teacher in charge of the booking and of the group on the day(s) of the visit and the name of that person shall be notified to the Foundation at least seven days in advance of the visit.
- The teacher in charge of the visit should ensure that all adults accompanying the group are familiar with the programme for the day.
- The student to adult ratio for any school group will be at least
 - 6:1 where the students are under the age of seven
 - 8:1 where the students are between the ages of seven and twelve
 - 15:1 where the students are over the age of twelve
- The teacher in charge is responsible for medication and first aid required by students in their school group.
- Teachers should be aware that:
 - the car park can be busy;
 - the site is adjacent to the river;
 - CCTV is in use at all times in the Museum;
 - the Museum will also be used by members of the public during the school's visit.
- Schools and teachers must ensure appropriate behaviour by students at all times and make reasonable and careful use of the Museum.
- Schools and teachers must ensure that students and teachers follow any specific instructions given by the Museum Tutor or other members of Museum staff whilst at the Museum.

Use of the Accommodation

- Every effort will be made by the Foundation to provide an area for coats and bags. However, the Foundation accepts no responsibility for the safekeeping of any items brought to the Museum and left in the cloakroom or elsewhere. It is the school's responsibility to ensure that all students collect all personal possessions at the end of the visit.
- There is a strict no smoking policy in the Museum and the grounds.
- The Foundation will hold the school responsible for any damage to the Museum's or the Foundation's property caused by your group's visit.
- Food and drink brought by the group may only be consumed in designated areas in the Education Centre.
- School groups may visit the shop in groups of no more than 10 students at any time and should be

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under the direction of a teacher.

Miscellaneous

- These conditions and the briefing pack provided in advance of the visit provide you with information about the Museum. Your school is expected to take care during the visit and to supervise the school group. Except in respect of liability for death, personal injury or other liability caused by the Foundation's negligence or that of its employees, the Foundation excludes all liability for loss or damage suffered as a result of the visit by the school or any member of the group or occurring to any items belonging to the school or to any member of the group, which is not reasonably foreseeable. If the Foundation does become liable, its liability is limited to the full admission cost paid by the school, save where the Foundation's negligence has resulted in death or personal injury for which there shall be no such limit.
- The Foundation may postpone or cancel a school's visit should it appear to the Foundation that it is necessary to do so. The Foundation will give the school as much advance notice as possible of a postponement or cancellation and shall use its best endeavours to rearrange the visit to an alternative date suitable for the school. In the event of cancellation, except where this has been caused by circumstances beyond the Foundation's control, the Foundation shall refund the deposit and admission costs paid (if any) but shall not be liable for any other costs incurred by the school in connection with the booking or the visit.
- The Foundation is not liable for any breaches or delays in the performance of its obligations under these terms and conditions arising from any event outside its control, including (but not limited to) fire, flood, storm, strike, lock out, electrical failure, Act of God, explosion, war, terrorist activity or acts of governmental or parliamentary authority. For the avoidance of doubt, in the event of such circumstances arising the Foundation will not be liable to refund any deposit or admission cost paid by the school.
- These Conditions shall not be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to them.
- These Conditions shall be construed solely in accordance with the laws of England. Any disputes arising from these Conditions shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

August 2008