



## PREP4SPORT

### TERMS AND CONDITIONS OF BOOKING

#### 1. **BOOKING CONFIRMATION:**

- i. T+Cs will be issued with the deposit invoice. Payment of the deposit is acceptance of all T+Cs detailed on this form.

#### 2. **PAYMENT:**

- i. Payment is required prior to event / facility use.
- ii. A non-refundable deposit of £400 per team (£600 if booking two events, which will be taken from the balance of payments on the second event unless otherwise agreed) of the event value is payable upon confirmation of reservation.
- iii. **The outstanding cleared balance is payable according to the issue of the final balance of payments invoice usually issued around 2 months prior to the event prior to event / facility use.**
- iv. Any additional items on the day, which have not been included, should be settled on day of attendance unless otherwise agreed by P4S in writing.
- v. Payments should be made electronic banking methods.

#### 3. **CANCELLATION, REDUCTION AND POSTPONEMENT:**

- i. Cancellation or reduction of a provisional or confirmed booking must be given in writing and is subject to cancellation costs calculated on the following basis:

Six months or more	100% of money returned (minus deposit)
One month to less than 6 months	50% of money returned/liable for (minus deposit)
Fifteen days to one month prior	75% of final balance of payments retained/liable for
Fourteen days or less	100% of final balance of payments retained/liable for

#### 4. **EXTERNAL PURCHASES:**

- i. No wines, spirits, beers or food may be brought into the premises without the express written consent of Prep4Sport Ltd and the host venue.

#### 5. **ETIQUETTE AND CONTROLS:**

- i. The person/s making the booking is regarded as being responsible for the control and action of those he/she brings into the premises including any children and parents.
- ii. All schools bringing teams and staff are responsible for ensuring:
  - a. *DBS checks for all coaching, teaching, medical and supervisory staff*
  - b. *Confirm Suitable level of supervision at all times by qualified/competent adults*
  - c. *Adherence to safeguarding policy and practices according to KCSIE*
  - d. *Appropriate parent/guardian permissions for all activities to be undertaken & records maintained*
  - e. *Appropriate insurance certificate for all activities being undertaken*
  - f. *Suitable and Sufficient Risk Assessments for activities being undertaken*
- iii. All bookings are accepted on the understanding that any regulations made by the management for the safety and convenience of those using the facilities will be observed. Such regulations include, but are not exclusive to;
  - Where applicable, coaches / instructors must hold a recognised governing body qualification for the sport and must follow the codes of safe practice approved by their sports national governing body.

- In the interest of safety, coaches / instructors must ensure that the facilities equipment is checked immediately before use and any irregularity reported to the management.
- All users must observe centre notices and rules.
- vi. All accidents must be reported to the centre staff/P4S staff.

## 6. **PRICES:**

- i. Prices are exclusive of VAT unless otherwise stated and are subject to change the following year.

## 7. **LIABILITIES:**

- i. Prep4Sport Ltd, its servants, agents, employees are not under any liability whatsoever in respect to loss or damage to property unless caused by our negligence.
- ii. The 'client' is responsible for any damage caused to facilities, furnishings, utensils and equipment in them by an act, default or neglect of the client or its guests and shall pay Prep4Sport Ltd on demand the amount required to make good or remedy any such damage.

## 8. **CHANGES AND CANCELLATIONS BY Prep4Sport Ltd:**

- i. Prep4Sport Ltd may cancel the booking at any time if:
  - Any part of the Centre is closed or unable to operate for any reason beyond the management's control.
  - The 'client' is unable to pay its debts as they fall due.

## 9. **CORONAVIRUS**

### P4S Coronavirus cancellation policy

*As previously stated all deposits for P4S Challenge Cup events are 100% refundable in the event of government restrictions preventing the event(s) from going ahead. Further to this P4S has agreements in place with The FA, The Hilton and Bisham Abbey National Sports Centre whereby should the final balances have been paid and then government restrictions prevent the event from taking place then all monies paid by visiting schools will also be refunded. The FA, The Hilton and Bisham Abbey will retain the deposits paid by P4S and transfer to alternative dates. This liability lies entirely with P4S and does not impact the 100% refunds to schools.*