

Bicton College Terms and Conditions for Events Addendum for Leisure Bookings

These terms and conditions are to be read in conjunction with the Bicton College Terms and Conditions for Events and apply when an Event includes the use of the Leisure Facilities with instruction by College staff. Any defined terms used here shall have the same meaning as given in the Bicton College Terms and Conditions for Events. In the event of any conflict with any other terms and conditions, these conditions will apply.

1. Definitions
 - 1.1. "The Instructor" means the Appropriately Qualified Staff supplied by the College to lead the leisure activity.
 - 1.2. "The Group Leader" means the Client representative responsible for the Guests
 - 1.3. "The Group" means the Guests participating in the leisure activity(ies)
 - 1.4. "The Activity or the Activities" are the leisure activity session(s) booked by the Client as stated in the Event Agreement.
 - 1.5. "The Leisure Event" is deemed to be from when the Group first arrive at the College to departure. Changing, equipment preparation and correct storage of equipment at the end of the Activities are part of the Leisure Event.
2. Advance Information
 - 2.1. The College will supply information regarding the Leisure Event prior to the Start Date, including:
 - 2.1.1. Activity details and timings
 - 2.1.2. Clothing required
 - 2.1.3. Relevant risk assessment and health and safety information
 - 2.1.4. Consent forms
 - 2.1.5. Copies of such information and documents are available on request
 - 2.2. The Group Leader will supply information prior to the Leisure Event, including:
 - 2.2.1. Completed Consent forms for each member of the Group
 - 2.2.2. Any special needs (dietary, physical or otherwise)
 - 2.2.3. Teams for Activities
3. Leisure Bookings
 - 3.1. Dates and times for the Activities are as stated in the Event Agreement.
 - 3.2. It is the responsibility of Group Leader to ensure that the Group arrives in good time (usually 30 minutes in advance of the Activity start time) prior to commencement of the Activity.
 - 3.3. In respect of Minors, the Group Leader is responsible for supervision of the Group:
 - 3.3.1. From arrival at the College until the Instructor begins the Activity
 - 3.3.2. During meal times
 - 3.3.3. Once the Activities have been completed.
 - 3.3.4. At all other times during the Leisure Event
 - 3.4. The Group Leader shall formally handover the Group to the Instructor at the beginning of the Activity.
 - 3.5. In respect of Minors, the Instructor is responsible for supervision of the Group:
 - 3.5.1. From the start of the Activity
 - 3.5.2. Until the end of the Activity when the Group is returned to the Group Leader
 - 3.6. The Instructor shall formally handover the Group to the Group Leader at the end of each of Activity.
4. Pricing
 - 4.1. Prices quoted are per Activity session, which is normally a morning or afternoon, and includes 2 hours of instructed activity.
 - 4.2. Prices are set based on a maximum group size. If the maximum group size is exceeded, the Group will be charged based on the most applicable group rate. This is to ensure that the appropriate staff/student ratios are maintained.
 - 4.3. The Client must advise the College 5 days in advance of the Start Date if the Group size is greater than booked. As operation of larger groups is subject to the availability of sufficient Appropriately Qualified Staff, the College will endeavour to accommodate such groups, but does not guarantee to do so.
 - 4.4. It is the responsibility of the Client to ensure that minimum group numbers are met. No discount will be given by the College for any group places not utilised.
 - 4.5. Prices include:
 - 4.5.1. All specialist equipment
 - 4.5.2. Use of the Leisure Facilities
 - 4.5.3. Protective or safety clothing
 - 4.5.4. Teaching aids
 - 4.5.5. Certificate of Attendance for each member of the Group (where the Activities span 3 or more days)
 - 4.6. Prices do not include:
 - 4.6.1. National Governing Body (NGB) certificates and badges. Where applicable, these may be purchased from the College or the awarding body
 - 4.6.2. Transport to off-site Activities, unless expressly stated in the Event Agreement
 - 4.6.3. Catering
 - 4.6.4. Clothing or footwear other than that supplied in 4.5.3 above
 - 4.6.5. Classroom or locker facilities
5. Catering
 - 5.1. Where catering has been booked, the College will supply meal vouchers for each member of the Group. It is the responsibility of the Group leader to administer the vouchers for the Group.
 - 5.2. Any meals taken by a member of the Group must be paid for at point of sale at the prevailing rate.
6. External Conditions
 - 6.1. Weather conditions can adversely affect certain Activities. The Instructor and Group Leader will determine if the prevailing conditions are unsafe for one or more Activity to proceed. The Instructors decision shall be final. Wherever possible an alternative activity will be provided.
 - 6.2. Water based Activities at the College may take place on the lake. From time to time, water conditions (e.g. certain fish stocks, algae levels) may lead to the lake being closed for Activities.
 - 6.3. In the event of lake closure an alternative activity will be provided. The nature of the activity will be determined by the College in consultation with the Group Leader. Alternatively, the Instructor and Group leader may agree to site the original Activity at another location. The cost of transport to such alternative location is not included in the price.
7. Personal Belongings
 - 7.1. Storage facilities for personal belongings at the College are limited. Students should only bring with them the items they will use at the College and valuable items should not be brought to site.