

River & Rowing Museum Foundation ('The Foundation')

Terms and conditions applicable to bookings for education groups.

Bookings for schools groups must 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 school visits to the Museum achieve educational objectives and are conducted in a safe and professional manner.

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

- Permit your school group access to the Museum and grounds for the purposes of the visit.
- Where applicable, provide a member of the Education Department to instruct your school group in relation to the course chosen.

If 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.

Payment, 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 teaching space and on 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, 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 if your school cancels its booking. If your schools cancel its booking less than 28 days before the visit, 50% of the total admission cost shall be payable. If the schools cancel 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 one plus notes to assist schools in preparing their own risk assessment document.
- Each school will be offered a familiarisation visit before coming to the Museum. We recommend booking in a date for this at the time of booking to ensure staff availability.

School's Undertakings

- Pupils always remain the responsibility of the visiting teacher in charge during the visit.
- A teacher or other qualified adult will be designated by the school as the teacher in charge of the booking and the group on the day(s) of the visit and the name of that person shall be notified to the Foundation at least 7 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 adult to pupil ratio for any school group will be at least:

1:2 for pupils between the ages of 0-2

1:6 for pupils between the ages 3-7

1:8 for pupils between the ages of 7-11

1:15 for pupils aged 11+

- The teacher in charge is responsible for medication and first aid required by their group.
- Teachers should be aware that:

The car park can be busy.

The site is adjacent to the river.

CCTV is always in use in the Museum.

The Museum will also be used by members of the public during the school's visit, depending on the date of the visit.

- Schools and teachers must always ensure appropriate behaviour by pupils and make reasonable care and careful use of the Museum. The River & Rowing Museum reserves the right to ask groups to leave if the safety of visitors and collections is felt to be at risk.
- Schools and teachers must ensure that pupils and teachers follow any specific instructions given by Museum staff.
- Schools and teachers are responsible for pupils use of mobile phones during the visit. We recommend these are only used to take photographs, if at all.

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. It is the school's responsibility to ensure that all Pupils 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 the group's visit.
- Food and drink brought by the group may only be consumed in allocated areas.

Miscellaneous

- These conditions and the information provided to you in advance of your visit provide you with information about the Museum. Your school is expected to take care during the visit and to supervise the pupils. Except in respect of liability for death, personal injury or other liability caused by the Foundations negligence or that of its employees, the Foundation excludes all liability for loss or damage suffered because 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 obligation 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 party to them.
- These conditions shall be constructed solely in accordance with the laws in England. Any disputes arising from these Conditions shall be subject to the non-exclusive jurisdiction of the Courts of England and Wales.

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