



BOOKING TERMS AND CONDITIONS

Thank you for coming to Magdalen Farm.

Early arrivals and/or late departures

Please note that we cannot accommodate groups outside of the scheduled arrival and departure times. Additional charges may apply.

Payment conditions and Invoices

Prior payment is strictly required. Minimum charges apply unless agreed with Magdalen in advance of the booking. A deposit of 35% is required at the time of booking. The final balance will be based on the numbers you have given us and issued prior to your arrival. Payment of balance is required 1 month before your booking takes place.

Changes to a booking

You are requested to confirm numbers of people coming at least one month before your arrival date. After this date, we **cannot** give credit for non-arrivals. Providing we have space, numbers can be increased at any time and will be invoiced accordingly.

Cancellation

Any monies paid are non-refundable. Cancellation less than eight weeks prior to the booking date will require payment in full.

Insurance

You are responsible for covering all costs associated to your visit and therefore you are advised to take out trip insurance to cover any eventuality. The client is liable for any loss or damage to Magdalen property, buildings or land caused by any member of their group, no liability can be accepted by Magdalen for any damage to or loss of personal property.

Group Responsibility including Discipline & Supervision

Each group **must** provide a staffing ratio of at least 1 staff member per 10 group members or part thereof (not including any students requiring 'one to one' assistance). Visiting staff act *in loco parentis* at all times. Therefore, visiting staff are responsible for the behaviour and wellbeing of their group, ensuring all health and safety procedures are adhered to, have a designated first aider with them and ensure that all medicines and medical information are with the group at all times. Magdalen reserves the right to terminate activities if there is inadequate supervision or poor discipline.

Magdalen is a working farm. All visitors must be accompanied by Magdalen Staff. We ask all groups to respect our neighbours' privacy.

Special Requirements

It is the responsibility of all visiting groups to inform Magdalen at least two weeks prior to your visit of any medical conditions or dietary requirements that may relate to members of the group. We cannot be held responsible if we have not been informed in advance of such requirements.

Media

We may want to take photographs/videos of your group while they are with us, these may be used by Magdalen for our website, social media and other promotional publicity. We will give you media consent forms, which we would be grateful if you could fill in or pass on to parents as appropriate.

Magdalen run Facebook and Instagram accounts and may, from time to time, report which groups are in attendance on any given day. Please advise us if you do not wish your group's name to feature in our updates.

Information about kit, organisation and visiting staff responsibilities

You will be sent an itinerary with important information about your trip prior to your visit, including what to bring, organisational requirements, and visiting staff/helper responsibility. All visiting staff/helpers should read this to ensure they know their role and responsibilities whilst at Magdalen.

Any action or omission on the part of any member of the party that is deemed to be illegal or that is against the best interest of Magdalen Environmental Trust (Magdalen) will cause Magdalen to cancel the contract without any notice or recompense. Magdalen reserves the right to vary their terms and conditions at any time.

We look forward to your visit.