

Fun Science Workshop and Event Terms and Conditions

1. Bookings

Please contact us by telephone or email to discuss your requirements and make a booking.

2. Payments

Depending on the event, we may request payment before the event, request a deposit, or invoice you for the full amount after your event. Payment terms will be made clear before you make your booking.

3. Changing your booking

We may allow you to change details of your booking (e.g. workshop topic, numbers of children, length etc.) subject to availability, staffing and equipment availability. All changes must be made at least 7 days before your booking and we reserve the right to refuse changes before this time.

4. Cancellations/rearrangement

We understand that from time to time you may need to cancel your workshop or event booking. It is likely that we will have turned down alternative work in order to be able to accommodate your event, so it will not be possible to offer a full refund or credit note if the cancellation is made at short notice.

- If you cancel within 21 days of the workshop, we will offer you a full refund.
- If you cancel within 14 to 20 days of the workshop/event, you will be liable to pay 50% of the event/workshop cost. In some exceptional situations, we may be able to rearrange the session free of charge but this cannot be guaranteed.
- If you cancel your workshop or event without giving us at least 14 full days notice before the date the club is due to start, you will be liable for the full cost of the event/workshop. In some exceptional situations, we may be able to rearrange the session free of charge but this cannot be guaranteed.

In the unlikely event that we have to cancel a session, we will inform you as soon as we find out that the session will have to be cancelled/changed. In the case of any cancellation by us, we will offer you a full refund.

5. Funding

If your event is depending on securing funding, please do let us know and we would be happy to help with your funding application if appropriate.

6. Information

It is the responsibility of the person making the booking to ensure that all details provided are accurate, in particular information such as the time, date, workshop topic and location. We cannot be held responsible for any issues arising as a result of misinformation being given. It is also useful to have information about the children attending, including allergies, medical and other special educational needs. In some cases, such as drop-in events, we appreciate that this information will not be available

and in these cases, we will ensure that all experiments are allergen free and suitable for a wide range of participants. Please ensure you provide us with parking information and directions if your venue is difficult to find.

7. One-to-one support

It is our policy to never exclude a child for any reasons including special educational needs, however we are not able to provide 1:1 support at our events or workshops. If you believe that a child requires 1:1 support we are very happy to have an adult attend the session with them but we are unable to arrange this. If you would like to discuss a child's needs and how we can best accommodate them, please do contact us before booking.

8. Illness and First Aid

Unless arranged in advance, we would not expect our instructors to provide routine first aid at an event or workshop, and would expect there to be an alternative first aider on site for minor injuries. Our instructors do not carry first aid kits at workshops and events excluding our own holiday clubs and after school clubs. In an emergency situation, our instructors would provide emergency first aid and call the emergency services if appropriate.

9. Personal Property

We do not recommend that participants bring personal toys or valuables that could be lost or damaged to any of our workshops, and take no responsibility for any personal property.

10. Filming and photography

We are happy for our instructors to be included in any photography or filming and for these photos to be used for your own purposes.

11. Safeguarding

Fun Science has legal obligations in relation to safeguarding and any suggestion of child abuse or neglect will be investigated and reported if we feel this is necessary.

12. Data Protection

To process your booking, we need to collect personal details about you and your organisation. We will treat it as confidential and keep it secure, complying with all relevant UK legislation. We will use your email address and telephone number to contact you with information that relates to any bookings that you make.

13. Group Suitability

Our activities are suitable for the ages and number of children that you have booked for. It's important that you let us know if the age of the children or the size of the group changes drastically from the information you have provided us with as we may need to change the content of the session. There may be an extra charge if the number of children goes above the number agreed at the time of booking.

14. Behaviour

We have a few clear and simple rules at Fun Science which keep the children safe and ensure that everyone has a good time. We reserve the right to ask a child to sit out of an

experiment if their behaviour puts them at risk of causing harm to themselves, other children or adults. In this case, no refund will be offered.