

WEDNESBURY TEACHING SCHOOL ALLIANCE (WTSA)

TERMS and CONDITIONS

These terms & conditions apply to the booking of courses run by Wednesbury Teaching School Alliance (WTSA).

1. Interpretation

- 1.1 WTSA The Wednesbury Teaching School Alliance comprises 12 local primary schools.
- 1.2 Booking Telephone call, email or the booking form completed and submitted to WTSA by post or fax.
- 1.3 Force Majeure Any mechanical breakdown, failure in electricity supply, labour dispute, flood, fire, storm, tempest, act of war, terrorism, Government restriction or act of God which may cause the premises to be inaccessible or closed temporarily or otherwise or the course to be interrupted
- 1.4 Course The proposed activity specified on the booking form/email.
- 1.5 Venue Teaching Room, Wolseley Road, West Bromwich B70 0NG. (We have a wide range of local venues suitable for individual course needs).

2. Confirmation of booking and numbers

- 2.1 Bookings can be made by email, telephone or in writing on the booking form.
- 2.2 Confirmation of the course and other pre-course information will be emailed to the address provided.
- 2.3 Final numbers will be required no less than 5 working days before the time of the course. If fewer than the expected numbers of persons are attending the course, WTSA may cancel the course and no-one will be charged.
- 2.4 Course leaders may be subject to change.
- 2.5 Venues may be subject to change.

3. Cancellations

- 3.1 Notification from the delegate of any cancellation will be effective on the date received by WTSA.
- 3.2 In the event of cancellation of any bookings by a delegate, the delegate shall pay to the Teaching School a cancellation fee as follows:
- More than 7 days notice: 0% of the course fee
 - Less than 7 days notice: 30% of the course fee
 - Do not attend: 100% of the course fee
- 3.3 WTSA reserves the right to amend the terms of any booking or to cancel the booking if the holding of the course is prevented by reason of Force Majeure.

4. Payment

4.1 Invoices will be issued for payment in full within 30 days of the date of the course.

5. Catering

5.1 All catering relating to a function shall be provided by WTSA and the delegate shall notify of any special dietary requirements on the Booking.

6. Session Times

6.1 The course is required to start and finish at the times specified by WTSA.

7. Equipment

7.1 The delegate may only bring additional equipment, articles or substances onto the premises with the prior agreement of WTSA and such equipment, articles or substances must be specified. Any equipment, articles or substances must comply with safety regulations and WTSA does not accept any liability for any loss or damage arising out of the bringing of any additional equipment, articles or substances onto the premises. Furthermore, the delegate shall be responsible for any damage caused to the premises as a result of bringing such equipment, articles or substances on to the premises and shall pay to WTSA on demand the amount to make good any such damage.

8. Personal Property

8.1 All goods are left at the owner's risk and WTSA do not accept liability for any loss or damage to goods so left. WTSA advise delegates to keep personal property with them at all times and not leave them unattended.

9. Affixing of Signage

9.1 The delegate shall not erect any exhibitions, stands, displays, free-standing advertising material or signs or other items on the premises without the prior agreement of WTSA.

10. Obligations of WTSA

10.1 WTSA shall remove or procure the removal from the premises of any person acting in a manner, which, in the reasonable opinion of WTSA, may be undesirable, inappropriate, harmful, offensive, obscene or illegal or may cause a breach of the peace.

10.2 WTSA shall not use or permit or suffer the premises to be used for any illegal or immoral purpose or for betting or gaming or for any activity requiring a licence.

11. Health and Safety

11.1 Fire escape routes throughout the premises must not be obstructed at any time.

11.2 Delegates are required to comply with all health & safety regulations and all general instructions issued by the staff of WTSA.

12. Smoking

12.1 WTSA has a strict no smoking policy in all areas of the building. Delegates must comply with this rule without exception.