# TERMS AND CONDITIONS

IT IS THE RESPONSIBILTITY OF YOURSELF TO AGREE, UNDERSTAND AND ACCEPT ALL BOOKING CONDITIONS ONCE YOUR DATE IS CONFIRMED AS AVAILABLE. BY PROCEEDING TO PAY A DEPOSIT YOU ARE ENTERTING INTO A CONTRACT WHICH YOU AGREE TO BE BOUND BY.

## **BOOKING FORM**

ONCE YOUR DATE HAS BEEN CONFIRMED, A BOOKING FORM MUST BE RETURNED TO SECURE YOUR DATE. BOOKING FORMS MUST BE FULLY COMPLETED, SIGNED AND DATED. PLEASE RETURN TO CHERUB EVENT MINDERS, 3 IRWELL PLACE, WIGAN, WN59NJ. ALTERNATIVELY, YOU MAY SCAN AND EMAIL IT TO US AT EMMA@CHERUBEVENTMINDERS.CO.UK . A DATE HASN’T BEEN SECURED UNTIL BOOKING FORM AND DEPOSIT HAVE BEEN RECEIVED.

## **DEPOSITS & PAYMENT**

TO SECURE YOUR DATE A NON-REFUNDABLE DEPOSIT IS REQUIRED. DATES REMAIN OPEN UNTIL A DEPOSIT HAS BEEN received. DEPOSITS ARE DEDUCTED FROM THE FINAL BALANCE THAT HAS BEEN QUOTED. FULL PAYMENT IS DUE 6 WEEKS PRIOR TO THE DATE, IF NO PAYMENT IS received I HAVE THE RIGHT TO CANCEL ALL SERVICES WITH ALL OUTSTANDING AMOUNT STILL PAYABLE.

## **MINIMUM BOOKING**

CRECHE BOOKINGS REQUIRE A MINIMUM OF 2 STAFF MEMBERS AT ALL TIMES. MINIMUM LENGTH OF ALL PACKAGES ARE 4 HOURS. IF YOU NEED TO CHANGE YOUR BOOKING NUMBERS YOU SHOULD DO SO BY THE DATE THE FINAL PAYMENT IS DUE. IF THIS IS NOT DONE YOU WILL BE CHARGED FOR THE QUOTED AMOUNT.

## **TRAVEL & ACCOMODATION**

10 MILES OF TRAVEL IS INCLUDED IN CHARGES. AN ADDITIONAL CHARGE OF £0.40 PER MILE IS CHARGED AFTER THAT. IF IT IS NOT PRACTICAL TO TRAVEL ON THE DATE BOOKED FOR REASONS SUCH AS SEVERE WEATHER, TIME LIMITATIONS, ROADWORKS OR DELAYS, YOU WILL BE REQUIRED TO PROVIDED HOTEL ACCOMADATION OR ALTERNATIVE TRAVEL ARRANGEMENTS. IN THE UNLIKELY EVENT THIS SHOULD HAPPEN ANY ARRANGEMENTS AND COSTS WILL BE DISCUSSED BEFORE THE DAY.

## **THE BOOKING**

WE WILL TRAVEL TO THE VENUE ON THE DAY AND WILL ARRIVE AT THE TIME PREVIOUSLY DISCUSSED. WE REQUIRED ACCESS TO THE ROOM OR AREA BEING USED FOR ANY CRECHE BOOKINGS – YOU MUST ARRANGE THIS WITH VENUE STAFF TO REDUCE ANY DISRUPTION OR CONFUSION ON THE DAY. WE REQUIRE ALL CHILDREN TO BE SIGNED IN AND OUT ON THE DAY. CHILD INFORMATION FORMS SHOULD BE COMPLETED FOR EACH CHILD ATTENDING PRIOR TO THE DAY – WE RESERVE THE RIGHT TO TURN AWAY CHILDREN WHO WE DO NOT HOLD ANY INFORMATION ON OR HAVE FIRST AID CONSENT FOR.

## **CANCELLATIONS**

CANCELATION BY THE CLIENT: ANY PAYMENTS MADE WILL BE NON-REFUNDABLE. SHOULD YOU NEED TO CANCEL PLEASE GET IN CONTACT AS SOON AS POSSIBLE. IF CANCELLING WITHIN 12 WEEKS BEFORE 30% OFF THE FINAL BALANCE IS PAYABLE. IF CANCELLING WITHIN 8 WEEKS PRIOR THE FULL BALANCE IS STILL PAYABLE.

CANCELLATION BY CHERUB EVENT MINDERS: IN THE UNLIKELY EVENT WE ARE UNABLE TO ATTEND THE BOOKING. YOU WILL RECEIVE A FULL REFUND AND WE WILL ASSIST YOU IN FINDING ALTERNATIVE ARRANGEMENTS FOR THE CHILDREN. WE MAY TERMINATE OR SUSPEND ACCESS TO OUR SERVICE IMMEDIATELY, WITHOUT PRIOR NOTICE OR LIABILITY, FOR ANY REASON WHATSOEVER, INCLUDING WITHOUT LIMITATION IF YOU BREACH THE TERMS IN YOUR CONTRACT.

## **ADVERTISING & SOCIAL MEDIA**

CHERUB EVENT MINDERS WILL TAKE PICTURES ON THE DAY OF THE BOOKING. IF PARENTS DO NOT WANT CHILDRENS FACES IN PICTURES PLEASE DO LET US KNOW IN ADVANCE. WE DO AVOID THIS WHERE POSSIBLE. UNLESS REQUESTED YOU ARE ALLOWING CHERUB EVENT MINDERS TO USE THESE IMAGES FOR MARKETING, ADVERTISING & SOCIAL MEDIA PURPOSES.

**WWW.CHERUBEVENTMINDERS.CO.UK – EMMA@CHERUBEVENTMINDERS.CO.UK - 07454549802**