

## Terms and Conditions Academic Year 2022/23

### Payment:

Payment should be made by BACS to the following account:

Lloyds TSB, Broad Street Branch, St. Helier, Jersey JE4 8RG

Sort Code: 30-94-61

Account Number: 05027677

Name: Jersey Academy of Music

### Payment Terms:

Initial booking and administration fee of £50. *This is non-refundable but will be deducted from your final payment.*

20% Deposit based on draft itinerary, payable six months before arrival date

30% Interim Payment based on itinerary, payable three months before arrival date

50% Final Payment, considering any changes to numbers or itinerary, payable one month before arrival date. *No changes to your itinerary may be made after this point without incurring further administrative charges.*

### Cancellation Terms:

For cancellations made over three months before the arrival date you will be liable for the Deposit Payment, i.e. 20% of the total balance.

For cancellations made between three months and one month before the arrival date, you will be liable for the Deposit Payment and Interim Payment, i.e. 50% of the total balance.

For cancellations made less than 3 weeks prior to Arrival Date, or by failing to take up the booking without cancelling, you will be liable for the total amount.

### Bedroom set-up:

Please notify us at least two weeks prior to Arrival Date exactly how your group is to be distributed amongst the bedrooms (see our Sleeping Arrangements document for further information).

### Catering:

We require information regarding allergies and special dietary requirements two weeks before your arrival date. The Jersey Academy of Music accepts no liability in relation to catering provision and consumption.

### Car Parking:

Chateau Vermont provides on-site parking for the use of the Jersey Academy of Music. Please let us know two weeks before your arrival if you wish us to reserve you one or more parking spaces. The Jersey Academy of Music does not accept responsibility for any damage or theft.

Noise:

No amplified music is permitted at any of the outside areas of the property. Please consult us if you wish to use amplification indoors.

Smoking:

Smoking is not permitted in any part of Chateau Vermont.

Kitchen:

The kitchen facilities are for the use of licensed catering companies only.

Care of Musical Instruments:

No musical instruments may be moved or used without prior permission of Jersey Academy of Music. The booking group will be liable for any damage caused to musical instruments belonging to Jersey Academy of Music or our staff.

Fire Notice/Information:

Please ask all group leaders to pay attention to the notices on the back of each bedroom door. These notices contain important information regarding access to the property, security, fire alarm procedures and other useful information on the property and surrounding area. A fire drill will be carried out with your group on arrival at the centre.

Disclaimer:

The Hirer accepts that the Jersey Academy of Music will not be responsible in any way for any damage or injury to personal property or persons on or off the premises. The Hirer also accepts that the Jersey Academy of Music will not be responsible in any way for the loss or theft of any property.

Cleaning and Damage:

The Hirer will be responsible for the cost of any excessive non-routine repairs or cleaning required. The Hirer agrees that the Jersey Academy of Music will be the sole arbiter of what constitutes the same.

Insurance:

The Hirer accepts responsibility for providing its own insurance policy to cover all foreseeable risks involved in the arranging, management and conduct of personnel and property staying at Chateau Vermont. And moreover, the Hirer accepts responsibility for all and any loss and damage sustained for which the Hirer is required to be responsible under these Terms and Conditions and does hereby indemnify the Jersey Academy of Music against such loss and damage.

I hereby agree to the Terms and Conditions of this booking

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_