

### Standard hire

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- 1 Use of facilities and access to the barn, car park and designated garden for booked period. Insurance does not allow overnight camping in the garden or overnight use of the Barn.
- 2 Use of furniture and teaching aids from our list (also see point 10 in 'Terms').
- 3 Promotion of your course on our website.
- 4 Opportunity for you to display leaflets, provided by you, promoting your course in our reception area.
- 5 Promotion within our newsletter and other appropriate websites/social media channels.
- 6 Signage to help students find the barn will be displayed outside.
- 7 Free on-site car parking.
- 8 Use of hall for up to 60 people.

### Terms and conditions

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- 1 25% deposit is required within 14 days of booking.
- 2 The deposit is non-refundable if the course is cancelled within 14 days of first day of the course/event.
- 3 Balance due is requested on completion of the course/event.
- 4 Payment either by cash, cheque or BACS. Due 30 days from date of invoice after which interest will be charged at 2.5% above HSBC base rate.
- 5 An additional administration fee of £10 will be charged for any refused payment by the bank.
- 6 We reserve the right to charge you for any damage caused to the premises, fixtures and materials.
- 7 VAT is not charged on our prices.
- 8 Additional 'non-booked' hours will be charged at the equivalent booked hourly rate.
- 9 Refunds are at the discretion of the management.
- 10 Prior approval is required should anything need to be fixed to any fixtures or fittings.
- 11 Any requested materials will be left in main hall. The course tutor is responsible for the set-up of materials, unless otherwise agreed (assistance will be given where possible).
- 12 The course tutor assumes responsibility for the wellbeing of their students whilst on site.
- 13 The course tutor will be shown where all fire exits are as well as location of the first aid kit.
- 14 The course tutor is responsible for informing students of health and safety procedures.
- 15 We do not accept responsibility for the security of personal belongings and valuables.
- 16 The management is not responsible for the content of the course and subsequent outcome for students.
- 17 The tutor is responsible for their own insurance and liability cover appropriate for their subject and materials used.
- 18 We are not licenced to have (or serve) alcohol onsite
- 19 Cooking is not permitted at the Barn.

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**Abington Barn Courses** *for holistic living*

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