

Bromley Environmental Education Centre and High Elms (BEECHE) Terms and Conditions 2019

School Booking Information

1. Bookings

- Please ring 01689 860571 to provisionally book date(s) for your visit
- Complete booking form(s) and email to beeche@idverde.co.uk within one week of making a provisional booking (if booking form is not received within 7 days the dates may be made available to other groups)
- If you are making a booking on behalf of another person, please ensure that they are aware of booking and cancellation policy.

2. Payment

- Full course payment will be required 6 term time weeks prior to your visit; please forward a cheque (made payable to 'London Borough of Bromley') to BEECHE, High Elms Country Park, Shire Lane, Farnborough, Kent. BR6 7JH. Or request invoice on booking form.

3. Changes to booking

- If, after your booking has been confirmed, you wish to change course or date, we will make every effort to meet your requirements. Alterations made by you less than 6 term time weeks before course commencement will be treated as a cancellation of the original course booking and regarded as a new booking for a different course. Cancellation charges may apply.

4. Cancellation policy

- If it is necessary for you to cancel your booking, you must inform us in writing as soon as possible (same contact details as for bookings). Cancellation is effective from the date your letter is received at our offices and may be subject to cancellation charges as follows:

Within 6 (term time) weeks – a 20% charge will be made*

Within 4 term time weeks – a 50% charge will be made*

Within 2 weeks – no refund will be made*

*If we are able to rebook dates with another group we will refund 90% of the fee paid, but will retain 10% for administration costs.

- In the event that your booking is cancelled (by agreement) due to dangerous weather conditions (thunderstorms, hurricanes, blizzards) alternative arrangements will be made. In the event that a member of staff is unavailable due to illness or other unforeseeable circumstances every effort will be made to obtain suitable cover or alternative dates will be offered.

