

# Site Hire Terms and Conditions 2021

## 1. Site condition and safety

- i. The Centre for Ecotherapy (C4E) is happy to provide an outdoor activity space for Third Party Organisations (TPOs) to hire at a set price for a set time so as to enable said organisations to deliver workshops, classes, educational or therapeutic sessions in a nature-rich environment.

In providing this space C4E acknowledges that an outdoor space is a fluctuating environment and as such will not remain identical from one week to the next. Weather, plant/tree and site conditions will change from week to week and month to month and the TPO must accept this as a 'given' when booking this site. C4E promises to provide as consistent and similar an experience for all TPOs as is possible.

- ii. To ensure the safety of all users, TPOs must provide their own insurance to cover the event/activity they are delivering. A copy of this insurance is needed to complete any booking.
- iii. A site-specific risk assessment is available from the RESOURCES page on our website. It is advised that TPOs provide their own group/activity specific risk assessment to ensure the safety of all third party users.
- iv. C4E takes NO RESPONSIBILITY for the safety and wellbeing of participants engaged in events delivered by TPOs

## 2. Payment

- i. Payment can be made at the time of booking through the website booking system, or for more complex bookings, by requesting an

invoice. If requesting an invoice, payment must be made in full *one month in advance* of the event or *at the time of booking* if within one month of the event.

- ii. To make a payment via invoice:

Please make cheques payable to The Centre for Ecotherapy and send:  
C/o Community Base, 113 Queens Rd, Brighton, BN1 3XG

or

BACS transfer to Coop Bank, Sort Code 08-92-99, Acct no. 65727849

If you are looking to hire a plot for a not-for-profit community service and these prices seem out of your range, please get in touch so we can discuss it.

### **3. Refund policy**

- i. If the Centre for Ecotherapy cancels the hire you will receive a full refund
- ii. If you cancel your attendance up to 14 days before the date you will receive a 75% refund
- iii. If you cancel up to 7 days before the date you will receive a 50% refund.
- iv. There is no refund if you cancel within 7 days of the date or do not attend on the day.

### **4. Responsibilities and Respect for the Environment**

TPOs hiring the site take full responsibility for the activities and behaviour of their client/group while attending the event. All comers are requested:

- i. To respect all other plots/areas of land in Stanmer Park (SP), Stanmer Organics (SO) and Stanmer Wellbeing Gardens (SWG).
- ii. Not to enter other SO/SWG plots without express permission or the plot holder.
- iii. To respect other users of all these areas.

- iv. To respect the flora and fauna of the whole area. Dogs **MUST** be kept on a lead/under control at all times. It is a **WILDLIFE CONSERVATION AREA** and dogs running through the undergrowth violate the autonomy of resident wildlife.
- v. To expect and educate children to follow these guidelines too, encouraging them to take age-related responsibility for their own respectful behaviour. Guardians/facilitators of children too young to manage their own behaviour, must remain vigilant on the children's behalf.
- vi. **NOT TO FORAGE** for wood for fires. ALL TPOs must provide their own firewood and manage the fire responsibly. **DO NOT** burn treated or painted timber.
- vii. To leave the site as you would wish to find it. Preferably traceless. Take all rubbish home, remove unburned products (except for wood) from the fire pits. (Leaving artwork/sculptures/mandalas is fine but please do not expect them to remain there indefinitely!)

## **5. 'The Public'**

All SP/SO/SWG sites are places where 'The Public' are known to wander. It is almost impossible to prevent this. TPOs are encouraged to put up signs requesting 'The Public' do not enter the site while the event is in progress. If 'The Public' should wander in to the event, please ask them politely and firmly to respect the event and leave as quietly and quickly as possible. Please report any altercations or incidents to C4E as swiftly, and with as much detail, as possible so that we may attempt to deal with it.

## **6. Updating Terms and Conditions**

These Ts and Cs are not exhaustive but are designed to simply allow for all users of C4E to experience safe, enjoyable, activities in an outdoor space. C4E reserves the right to change the Ts and Cs as and when needed. Ts and Cs will be reviewed on an annual basis if there is no need to enact changes within that year.

## **Queries and concerns**

This document is for the benefit of all users of C4E. If you are concerned or have a query about something that is or is not addressed here, please get in touch via email: [info@centreforecotherapy.org.uk](mailto:info@centreforecotherapy.org.uk) or phone: 07517 090915.

Authorised: June 2021

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