

VENUE HIRE & BOOKING | TERMS & CONDITIONS

[Welcome to Emerson College](#)

Please find below information about the college and its facilities.

Emerson College is an Adult Education Centre and Nature-Based Venue and Event space. Set in an 'area of outstanding natural beauty' Emerson is located in the vibrant village of Forest Row, Sussex.

Emerson College is situated in a 23 acre Biodynamic and Botanic landscape, and provides a beautiful setting for conferences, courses, workshops, retreats and is ideally suited to social- development, self-development, arts, movement, spirituality, nature, and land-based themes.

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HIRE & BOOKING AGREEMENT

These terms and conditions form the basis of the agreement (referred to as **the booking**) between you, as the Hirer (defined as a person or organisation that is booking venues taking for an activity, course or event, or booking accommodation and meals) and Emerson College.

By signing the booking form, you agree that you are:

- Over 18 years of age and
- That you accept full responsibility to make all payments due and to comply with all other requirements of the booking as detailed in these terms and conditions

VENUE & ACCOMMODATION HIRE & BOOKING PROCEDURE

Emerson College will confirm the booking:

- on receipt of the signed Booking Form and a
- non-refundable deposit of 30% of the total amount of the booking.
 - For Hire of the exclusive use of the whole campus different conditions apply which are subject to bespoke terms and conditions.
- Initial bookings will be held for a maximum of 48 working hours prior to the receipt of the deposit payment.
- Once Emerson College has confirmed the booking, received a signed booking form and a deposit payment, then an agreement exists between us under these terms and conditions.

EMERSON COLLEGE VENUE HIRE, ACCOMODATION, MEALS & CHARGES LIST | 2023

Please note that these charges may be subject to change with 30 days notice

Venue	Full Day Rate	Half Day Rate
Ruskin Hall	£390.00	£160.00 (Mon through Thursday)
Eurythmy House	£275.00	£182.00 (Mon through Thursday)
Foundation Room	£275.00	£182.00 (Mon through Thursday)
Education Room	£275.00	£182.00 (Mon through Thursday)
Red Studio	£275.00	£182.00 (Mon through Thursday)
Storytelling Hut	£275.00	£182.00 (Mon through Thursday)
Pixton South Library	£137.50	£91.00
Pixton Garden Room	£137.50	£91.00
Pixton Long Dining Room	£137.50	£91.00
Pixton North Dining Room	£137.50	£91.00
Pixton East Dining Room	£137.50	£91.00
Ruskin Meeting Room	£100.00	£66.00

Accommodation Short Stay	Charge Rate	Occupants
Single Room*	£65.00	Per Person Per Day
Twin Room* (single occupancy)	£80.00	Per Day Per Person
Twin Room* (double occupancy)	£40.00	Per Day Per Person
*Accommodation has shared use of toilets, showers, kitchen and laundry		
Camping & Campervan**	£15.00	Per Person Per Day
**Accommodation has shared use of toilets, showers and laundry		

Accommodation Short Stay Bed & Breakfast	Charge Rate	Occupants
Single Room*	£75.00	Per Person Per Day
Twin Room* (single occupancy)	£90.00	Per Day Per Person
Twin Room* (double occupancy)	£50.00	Per Day Per Person
*Accommodation has shared use of toilets, showers, kitchen and laundry		
Camping & Campervan**	£25.00	Per Person Per Day
**Accommodation has shared use of toilets, showers and laundry		

Accommodation Short Stay Full Board	Charge Rate	Occupants
Single Room*	£102.00	Per Day Per Person
Twin Room* (single occupancy)	£117.00	Per Day Per Person
Twin Room* (double occupancy)	£77.00	Per Day Per Person
*Accommodation has shared use of toilets, showers, kitchen and laundry (Breakfast, Lunch, Supper & 2 Refreshment Breaks)		
Camping & Campervan**	£52.00	Per Person Per Day
**Accommodation has shared use of toilets, showers and laundry (Breakfast, Lunch, Supper & 2 Refreshment Breaks)		

Meals & Refreshments	Charge Rate	Occupants
Breakfast	£10.00	Per Person Per Day
Lunch	£16.00	Per Person Per Day
Supper	£11.00	Per Person Per Day
Morning Break & Afternoon Refreshments	£5.50	Per Person Per Day
Morning Break or Afternoon Break	£3.00	Per Person Per Day

Meals & Refreshments for Day Courses	Charge Rate	Occupants
Lunch with Morning & Afternoon Refreshment	£21.50	Per Person Per Day
Lunch with Afternoon Refreshment	£19.00	Per Person Per Day
Lunch, Supper with Afternoon Refreshment	£30.00	Per Person Per Day
Morning Break & Afternoon Break	£5.50	Per Person Per Day
Morning Break or Afternoon Break	£3.00	Per Person Per Day

Other Charges	Charge Rate	Item Quantity
Photocopies Black & White A4	£0.50	Per Page
Photocopies Colour A4	£1.00	Per Page
Photocopies Black & White A3	£1.00	Per Page
Photocopies Colour A3	£2.00	Per Page
Special arrangements for laying out venues	£25.00/Hr	Per Session
Flip Chart, Chalk Board, CD player (<i>one week prior to booking</i>)	Free	Per Session
Flip Chart, Chalk Board, CD player (<i>if not pre-booked</i>)	£50.00	Per Session
Projector (<i>own laptop required and one week prior to booking</i>)	Free*	Per Session
Projector (<i>own laptop required if not pre-booked</i>)	£50.00*	Per Session

WiFi (zoned connectivity)	Free	Per Session
Streaming Camera (<i>one week prior to booking</i>)	£35.00*	Per Session
Streaming Camera Speakers (<i>one week prior to booking</i>)	£35.00*	Per Session
Streaming Camera (<i>if not pre-booked</i>)	£65.00*	Per Session
Streaming Camera Speakers (<i>if not pre-booked</i>)	£65.00*	Per Session
Piano Tuning	£125.00	Per Session
Fire pit/bonfire (<i>wood not supplied</i>)	£20.00	Per Session

*£50.00 Deposit & with an up to £2000.00 repair charge for breakages and damages

VENUE & ACCOMMODATION HIRE PAYMENT

- Full payment for the booking is required 60 days before the start date of the booking.
- If full payment is not received only one reminder email (or letter if booked by letter and no email address provided) will be sent for the non-payment for the balance of the booking invoice.
- The booking will be held for seven days after the date of the reminder email / letter.
- If payment is still not received, then the Hirer will be notified that the booking has been cancelled.
- Bookings of less than £200 require full payment at the time of the booking, these bookings are non-refundable.
- If the booking is within 60 days of the booking date, then the total fee is payable at the time of the booking.

VENUE & ACCOMMODATION HIRE & MEALS CANCELLATION POLICY

Cancellation of the booking (complete or partial, this includes venue hire, accommodation, meals or the whole event / activity) for whatever reason will be charged on the following basis:

- For cancellations 60 days prior to the booking date then the 30% non-refundable deposit remains paid
- For cancellations 30 days prior to the booking date then 50% (which includes the 30% non-refundable deposit) of the full booking (not including meals) remains paid or due for payment.
- For cancellation of meals, a notice period of at least 24 hours is required
- For cancellations after 30 days prior to the booking date then 100% (which includes the 30% non-refundable deposit) of the full booking (not including

meals) remains paid or due for payment.

- If the booking is changed to a smaller or larger booking within 60 days of the date of the booking, the full non-refundable deposit and full repayment terms will apply, including the cancellation policy.
- Bookings of total cost less than £200 require full payment at the time of the booking and this will be non-refundable.
- If a Hirer is required by the College to leave the campus due to anti-social behaviour or other offensive action, then full payment of the booking is required, and no refund will be available.

In the event of cancellation, Emerson College reserves the right to re-book the venue hire, accommodation, and sale of meals.

VENUE & ACCOMMODATION HIRE & MEALS CANCELLATION POLICY EXCEPTIONS

It is not the policy of Emerson College to waive cancellation costs in the case of weather-related interruptions, industrial disputes or other travel restrictions.

VENUE HIRE:

Where a Hirer suffers from a notifiable infectious disease covered by a medical certificate in the name of the Venue Hirer, then a full refund will be applied towards the costs of venue hire, but not the costs of the Participants accommodation and meal costs.

Hirers are advised to seek independent business interruption insurance to meet the costs of their Participants. Emerson College advises all Hirers to take out adequate health insurance and travel insurance to protect the cost of their booking.

Emerson College reserves the right to cancel the booking any time in the event of circumstances beyond its reasonable control or if it is necessary to undertake urgent unplanned but essential maintenance works at the venue. In such circumstances, Emerson College will endeavour to offer suitable alternative booking arrangements which will be deemed to be an acceptable replacement and so not incur a refund. If no suitable alternative arrangements can be given, then the College will refund in full all money received by the College for the booking.

Emerson College will not otherwise be liable for any losses incurred by either the Hirer or Participant due to the cancellation including, by way of example but not exclusively, as a result of adverse weather conditions, acts of god, war, global warming or any other and unforeseen national or global event.

VENUE & ACCOMMODATION OTHER ARRANGEMENTS

- The playing of pre-recorded music through the radio, TV, other digital devices, and live performances is not licenced by the College and so it is the responsibility of

the Hirer to ensure compliance with the requirements of Music Licencing from PPL PRS Ltd (see <https://pplprs.co.uk/themusiclicence/>).

- Emerson College does not automatically provide any additional services for the booking unless a specific arrangement (see list of Administrative Services) has been made together with the associated fee structure.
- Emerson College reserves the right to levy additional charges for services, equipment, and administration that exceed the supply originally agreed.
- For bookings where additional services have been provided in addition to that paid for these will also be invoiced, and payable within 7 days.

VENUE & ACCOMMODATION IN REGARD TO CHILDREN

- Where a booking is made that includes children in the booking, the responsibility for safeguarding, health, safety and welfare, is always that of the parent or legal guardian as a Participant or the Hirer.
- Hirers are required to ensure they hold the appropriate Employers, public Liability and Professional Liability Insurance that provides full cover for the education and / or care of children.
- Children cannot be accommodated in the College residential accommodation, other than in Maple or Birch when the whole accommodation is booked by a single family or when camping, if accompanied by a parent or legal guardian.

VENUE & ACCOMMODATION & MEALS FOR HIRERS

- For Hirers booking on behalf of Participants, Emerson College requires a list of participants, their accommodation and meal arrangements at least one week before the booking date, together with identifying any special dietary requirements. allergies or intolerances.
- For Hirers that have more Participants than expected, please contact the College immediately in order to check the availability of the additional accommodation and meals.
- It is the Hirers responsibility to ensure that the number of Participants do not exceed the maximum capacity for the Venue of the booking or for the use of accommodation.
- Hirers are responsible to maintain a list of all Participants (including contact details) at all times in case of emergency or evacuation. It is the responsibility of the Hirer to ensure all participants evacuate any buildings or rooms that they have hired in the event of an emergency or fire.
- Changes to venue hire, layouts, start and end times; and early check in requests must be requested 7 days in advance of the booking.
- If a change by the Hirer results in a reduction in the length of the booking, a reduction of accommodation and meals, it will be treated as a cancellation.

MEAL TIME ARRANGEMENT FOR HIRERS & PARTICIPANTS

Emerson College provides catering meals from one of its three dining rooms, with all accommodation have access to a shared kitchen area for self-catering

Breakfast | 08.00 to 09:00 hrs Lunch | 12.45 to 13:15 hrs Supper | 18:15 hrs

Morning Break | 10:30 to 11:00hrs Afternoon Tea | 15:30 to 16:30 hrs

OCCUPATION OF ACCOMMODATION & VENUES FOR HIRERS & PARTICIPANTS | OTHER INFORMATION

Hirers and Participants during the occupancy of accommodation for the period of the booking are obliged to ensure:

FIRE SAFETY AND WELFARE PROCEDURES

- Observe all [fire and safety rules and procedures](#) and health and safety procedures in a timely, efficient manner.

ILLEGAL DRUGS, SUBSTANCES & ALCOHOL

- The use of illegal drugs or substances is not permitted anywhere on the Campus. If discovered the College reserves the right to report use to the Police and any booking will be immediately cancelled without any refund.
- Alcohol is not provided (or served during mealtimes) on the Campus and so consumption is restricted to self-supply by the Hirer or Participant and only with prior agreement at the time of the booking.
- Individual consumption in residential accommodation is not promoted, but if undertaken sensibly and without any disruption to other residents and users of the Campus, or damage to property, will not be prevented.
- Anyone found to be 'uncontrollably' intoxicated or creating nuisance or damage to property will be required to leave the Campus immediately and the booking will be cancelled without any refund (see cancellation policy)

SECURITY AND PERSONAL BELONGINGS

- Hirers and Participants are responsible for the security of personal belongings throughout the campus and at all times, this includes vehicles. The College can accept no responsibility for any goods or equipment left on site after a booking or damaged or lost during a booking however caused.

USE OF VENUES AND ACCOMODATION

- Hirers and Participants have the right to uninterrupted use of their rooms during the times of their booking, but you must allow anyone authorised by Emerson College to enter for essential cleaning, maintenance checks or repairs or in the case of an emergency.
- Normal use of electricity, central heating, and hot water forms part of the booking
- Normal use of broadband and internet forms part of the booking. However, Wi-Fi is

not accessible across the whole campus. If internet access is required, please enquire as part of your initial booking.

- Hirers and Participants are required to respect other users of and residents on the Campus and not cause damage to Emerson College property which includes being quiet and respectful to other people but especially between the hours of 22.00 to 06:00 hrs.
- Venues and accommodation must not be used for any activity or in such a way as to cause nuisance or annoyance to other groups on the Campus or for any purpose other than that agreed at the time of booking.
- Hirers and Participants agree to pay Emerson College upon written demand and within 48 hours of receipt of the demand, any costs incurred in making good any losses, breakages or damages.
- Hirers and Participants must ensure that venues and accommodation is left in a clean and tidy condition, with all refuse placed in the correct bins provided at the point of check out.
- The number of people staying in the accommodation must not exceed the number agreed on making the booking, and without prior agreement and payment.
- The use of tents or sleeping in motor vehicles on the Campus is not permitted without prior agreement.
- Pets are not permitted on Campus except guide dogs or hearing dogs.

CONCERNS AND COMPLAINTS

If you have any concerns or cause for complaint during your stay, please notify a member of staff or someone at the Reception point, who will make all reasonable efforts to assist and resolve the issue. Any concerns or complaints should be addressed to the relevant member of staff (as detailed below) during the period of the booking. All formal complaints need to be made in writing and registered during the period of the booking.

Emerson College 24/7 Emergency Number | 07858 728609

Emerson College Concerns or Complaints

Damian Mooncie | Co Principal for Education & Business Development
concerns@emerson.org.uk

Finances & Premises

John Rice | Co Principal for Asset Development
john.rice@emerson.org.uk

Safeguarding, PREVENT and Welfare

Damian Mooncie | Co Principal for Education & Business Development
damian.mooncie@emerson.org.uk

Education & Courses

Chiara Carones | Head of Education
registrar@emerson.org.uk

Venue Hire & Booking

Linda Churnside | Operation Manager
linda.churnside@emerson.org.uk

Catherine Cains | Events Manager
events@emerson.org.uk

Accommodation & Meals

Clara Vormer | Accommodation Manager
clara.vormer@emerson.org.uk

EMERSON COLLEGE'S RIGHT TO REFUSE/TERMINATE

- Emerson College reserves the right to refuse any booking without giving any reason.
- Emerson College reserves the right to terminate this Agreement with immediate effect if it is deemed necessary by us as a result of behaviour or any other material breach to the Terms and Conditions of Agreement and other supporting conditions.

TERM & CONDITIONS SIGNED AGREEMENT

I agree to these Terms and Conditions.

Full Name _____

Organisation _____

Address _____

Post Code _____

Tel/Mobile _____

Email _____

Signature _____

Date _____