

## ESC conditions and terms for group bookings

1. The Environmental Studies Centre ('the Centre') will require a list of participants' names, sexes and ages, together with details for each of any medical or physical condition, whether chronic or short-term, which might influence his or her ability to participate in the course (e.g. asthma, epilepsy, etc.), and any special dietary requirements (e.g. no meat or fish, no meat, no pork etc.) at least **four weeks prior to the course**. (This information will be made available only to staff of the Centre, or to caterers or owners of accommodation as relevant).
2. The Centre reserves the right to refuse individual applicants for whom it deems the course to be unsuitable or unsafe, for example, for medical reasons.
3. A deposit of 20% of the total course fee is payable to the Centre at time of booking, with the remainder being payable at least 4 weeks prior to the date of arrival on the course. Deposits are normally non-returnable.
4. Cancellation of the group or of individual participants (in written) at less than 4 weeks notice will normally incur 50% of the appropriate fee. Normally no refunds are given by the Centre in case of cancellation at less than 7 days notice or without notice. The only exceptions are in cases of serious illness (doctor's note required), bereavement etc.(written explanation, signed by the parent required) when a refund of 20% may be offered at the Centre's discretion.
5. The Centre reserves the right to cancel courses, with no liability for compensation, should the number of participants fall below a level which the Centre deems viable.
6. No compensation is payable by the Centre if the course is cancelled or disrupted due to *force majeure* (e.g. war or threat of war, terrorist activities, riots or civil unrest, strikes, disasters, technical difficulties with transportation) action by third parties or their failure to act, or any other events outside the control of the staff of the Centre or the Cyprus Conservation Foundation.
7. In any case of cancellation of the course by the Centre, all monies paid will be returned.
8. The Centre reserves the right to change the content, running order or schedule of the course if for climatic or other reasons such a change is deemed appropriate.
9. Whilst the Centre is insured against accidents that might occur within its premises or vehicle, groups or individuals requiring more extensive insurance to cover them whilst in accommodation or on excursions should make the appropriate arrangements themselves prior to the course (note that most school insurance policies include cover for school excursions).
10. The staff of the Centre gives high priority to the safety and well-being of the participants, and undertake to inform participants of potential hazards as far as they can be foreseen and to carry the usual precautionary first aid equipment. Outdoor education, of its nature, however, has inherent risks additional to those encountered in a school situation. All participants therefore undertake the activities involved in the course at their own risk.
11. The accommodation provided will be in shared rooms in privately-owned premises. Whilst the Centre will undertake to ensure that they are suitably equipped and cleaned prior to arrival of the group, the owners themselves are ultimately responsible for any problems arising during the group's occupancy of the rooms. The Centre will make every effort to resolve such problems by mediating between the group and the owners, but is not liable for any inconvenience, accident or loss incurred within the said premises.
12. Individuals are responsible for keeping their accommodation in a reasonably clean and tidy state, and for cleaning and clearing-up prior to departure. In the case of schools, the teacher(s) and other adults accompanying the group will be responsible for checking cleanliness and tidiness of the rooms both during the week and prior to departure. The Centre will require a returnable deposit of €50 per accommodation 'unit' (i.e. group of rooms or apartments) as surety against damage to or loss from premises, or unusual cleaning costs. This may be paid as cash on arrival, which will be returned after rooms have been checked by the owners (after groups' departure).
13. In the case of schools, the teacher(s) and other adults accompanying the group will take charge of the students during the night, and will be responsible for ensuring their proper behaviour at all times during the course. The Centre reserves the right to exclude from tuition and/or excursions, and from the Centre premises, any students whose behaviour is unreasonable or disruptive.