

School Visit Terms and Conditions

In order to confirm any bookings the following terms and conditions applies:

1. **A non-refundable deposit of £100 PER VISIT will be required.** Your school Finance Office will receive an invoice direct from the London Borough of Havering within the next few days and immediate payment will be required. The balance will be required six weeks before the start of the first visit.
2. For bookings made within 10 weeks of the first visit date, full payment will be required and your school will be invoiced accordingly. Once the booking form has been received, cancellation of booking(s) will attract a fee of £100 per visit.
3. The 10% discount for multi bookings will be taken off the balance. This cannot be claimed in conjunction with other special offers.
4. The Europa Centre will charge in full for visit(s) cancelled less than two working weeks before the visit date.
5. Failure to meet the above requirements may result in your booking being cancelled.
6. It is the responsibility of visiting groups to ensure that they arrive on time for the start of the visit. In the event of late arrival, it will not be possible to extend the length of the visit.