



TERMS AND CONDITIONS

Bookings will only be accepted in accordance with these Terms & Conditions.

1.0 DEFINITIONS:

- 1.1 MH, Marvellous History and The Company all refer to Marvellous History Limited, previously Viking School Visits Limited.
- 1.2 The visitor(s) means the person(s) working at the client's premises on behalf of Marvellous History.
- 1.3 The client refers to the organisation by whom Marvellous History have been contracted.

2.0 INSURANCE

- 2.1 Marvellous History Limited is insured for £10million Public Liability. This certificate will be sent to the person booking the visit by email at the time of booking. It can also be requested by emailing info@marvelloushistory.com

3.0 SAFEGUARDING

- 3.1 All visitors hold enhanced Disclosure and Barring Service (DBS) checks and will present their MH ID card on request, which confirms their DBS status.
- 3.2 **Full DBS Certificate will not be provided.** It is not a legal requirement for a one-off visitor to a school to hold a DBS. According to the Government guidelines on safeguarding in schools, Marvellous History visitors are not carrying out a regulated activity, nor do we expect to be left in charge of children unsupervised. Under the Rehabilitation of Offenders Act 1974 and section 116A of the Police Act 1997, the school has no right to request sight of a visitor's full DBS certificate.

4.0 LAST MINUTE CANCELLATION

- 4.1 By Marvellous History:
 - 4.1.1 We are committed to ensuring your event goes ahead successfully but suggest that you plan for every eventuality.
 - 4.1.2 We recommend that organisers have a back-up plan for the day in case the event is unable to go ahead due to reasons beyond our control. This may include but be not limited to illness, road closures, vehicle breakdown, public service strikes, blizzards, hurricanes, acts of God(s), plagues of locusts, UFO abduction etc.
 - 4.1.3 MH will do everything we can to fulfil your event including rescheduling if possible. If this is not possible then the client is entitled to a full refund of any monies paid.
- 4.2 By the client
 - 4.2.1 If the client cancels the visit more than one month in advance of the booked date, there will be no cancellation charge.
 - 4.2.2 If the client cancels the visit between one calendar month and 14 days prior to the visit, there will be a 50% cancellation charge payable.



- 4.2.3 If the client cancels the visit within 14 days of the visit date, then the full cost of the visit remains payable.
- 4.2.4 If the client reschedules the visit and subsequently cancels, the visit will remain payable under the original terms of the booking.
- 4.2.5 Should the visit be cancelled or curtailed on the day of the booking due e.g. closure for bad weather, heating breakdown etc., then the whole cost of the visit remains payable. In some circumstances it may be possible to reschedule if the visitor can offer an alternative date, but additional travel costs may be payable.

5.0 WORKSHOP TOPIC

- 5.1 The workshop topic is set and agreed to in the contract.
- 5.2 Up to 14 days before the workshop, the client may request a change of workshop topic and MH will make every reasonable effort to accommodate the request.
 - 5.2.1 If a visitor who specialises in the replacement topic is not available MH reserve the right to change the date of the workshop to accommodate the change in topic.
- 5.3 If the client requests a change of workshop topic with 14 days or fewer left to the visit date, this will be treated by MH as a short notice cancellation, and the full charge of the original workshop will remain payable, EXCEPT if clause 5.3.1 applies.
 - 5.3.1 IF the visitor who is booked to provide the original subject specialises in more than one subject AND the replacement subject requested by the client is one covered by the visitor AND the visitor is confirms they are happy with the topic change, the change in workshop subject will not be treated as a cancellation, and no fee will be applied.
 - 5.3.2 If a new contract is signed to confirm a short notice change of topic, the cancellation periods that applied the original workshop will remain in force.

6.0 THE WORKSHOP

- 6.1 The workshop will be provided for the numbers of attendees booked on the signed contract. Should the number of attendees at the workshop exceed the numbers booked, MH reserves the right to:
 - refuse the additional attendees OR
 - make an additional charge to cover the additional attendees.
- 6.2 Where children are involved, MH requires the client to provide supervision sufficient for the number of children in the group, with a minimum of 2 adults from the client in the room at any time, and a minimum of 1 adult from the client per 30 children.
 - 6.2.1 The visitor is not to be left in charge of the children and is there as a workshop leader, to provide activities and information only.
 - 6.2.2 If the level of adult supervision by the client is below this at any time during the day, we reserve the right to halt the activities, or leave site. In this event the full cost of the visit will remain payable.

- 6.3 Whilst we expect that children will be fully engaged in the workshop we also expect adult staff to enforce standards of behaviour.
- 6.4 If any workshop attendees have special requirements (for example disabilities or SEND children) the client must inform MH as far in advance as possible and certainly before the timetable is prepared as MH will tailor the timetable to provide a suitable day for all involved. This information can be provided via MH's booking form.
- 6.5 Although items brought to visits are safe when handled according to instruction, they can cause injury if individuals are unwilling to handle them according to instruction.
- 6.5.1 Marvellous History are not liable for any injuries caused by anyone handling artefacts in a manner other than as instructed.
- 6.6 Visitors reserve the right to amend or stop any activity if they feel that anyone's behaviour will lead to anyone being put at risk of injury.
- 6.7 MH expect the visitors to be treated with respect at all times. This includes the treatment of their artefacts which, as replicas, can sometimes be valuable.
- 6.7.1 Rude and offensive language or behaviour towards MH visitors will not be tolerated. If the visitor is treated with abuse or feels at all threatened whilst on site, they reserve the right to leave site and the full cost of the visit will remain payable.
- 6.7.2 The client will be liable for the cost of replacing any artefacts broken, damaged or lost through theft by attendees or staff. This does not include natural wear and tear. Invoices for any breakages will be subject to an administrative fee of £35 in addition to the cost of the replacement item.
- 6.8 Visitors reserve the right to amend, change, substitute or cancel any activity on the day for any reason. They will consult with organisers before making changes but ultimately the decision will be made by the visitor.
- 6.9 Visitors require access to the site at least one and a half (1.5) hours prior to the start of the workshop in order to set up for the day. During this time the visitor must be allowed full access to the location that the workshop will take place in.
- 6.9.1 Visitors might sometimes require longer to set up, the client will be notified of the expected arrival time ahead of the day.
- 6.10 The visitor must be allowed adequate time to pack up their display safely. Under normal circumstances this could take up to 45 minutes. During this time, they must be allowed full access to the location that the workshop took place in.
- 6.11 The Visitor requires adequate space to conduct the workshop. **For any group larger than 30 attendees we require the use of a hall or a similar sized space.**
- 6.12 **The client agrees to book out the hall or similar space in the school diary in advance of the workshop.** Activities timetabled depend on space available and therefore hall availability must not be left to chance.
- 6.13 Events will not be conducted outdoors without prior written agreement with MH.



- 6.14 If no suitable space is available on the day, and it is not possible to change the activities offered, the visitor reserves the right to leave site and this will be treated as a short notice cancellation by the client.
- 6.15 The client agrees that if the space available changes after the timetable has been issued then the activities provided will be changed to suit the available space. This may include less active sessions and more time spent sitting down.
- 6.16 We expect the workshop to take place in the same location throughout the day, and our visitor must not be expected to take down the display or move locations during the day except by prior agreement with MH.
- 6.17 MH expect parking for the visitor to be provided by the client. This should be secure, accessible, and as close to the location of the workshop as possible.
 - 6.17.1 Any parking charges incurred by the visitor during the event will be chargeable to the client.
- 6.18 Any charges payable due to road restrictions (for example ULEZ, CAZ etc.) will be payable by the school. MH endeavour to be aware of these and include them in the original quote. In cases where MH is not able to ascertain these charges before quoting, or charges are put in place by authorities after the quote has already been issued, the school will still be liable and the charges will be added to the invoice.

7.0 PAYMENT TERMS

- 7.1 Payment can be made by bank transfer, PayPal, cheque or card (Stripe).
- 7.2 A deposit of 50% may be requested if the booking is made more than 2 months in advance of the visit.
- 7.3 We reserve the right to charge a late payment administration fee of £35 if payment is not received according to our payment terms. After 30 days past the due date, a further £35 will be charged for every additional 30 days, or part of, that the account remains overdue until the account is settled in full.
- 7.4 IR35 status of MH visitors is self-employed, and we are happy to provide evidence upon request.
 - 7.4.1 UTR (Unique Tax Reference) numbers for MH visitors are available on request.

8.0 HISTORICAL ACCURACY

- 8.1 Marvellous History specialists work to high standards of authenticity and historical accuracy and our information is based upon latest theories. However, it must be recognised historical data can be ambiguous and even contradictory and is open to interpretation.
 - 8.1.1 Visitors will be happy to provide academic references for information given upon request.

9.0 SECURITY

- 9.1 Visitors will abide by client security and safeguarding policies where they are in line with UK law.
- 9.2 If the client's location has secured external doors, e.g. with a code or electronic pass, MH visitors must either:



- 9.2.1 Be given the code or a tag to enable them to access the building in order to unload and set up equipment in time for the workshop and pack down and load up at the end of the day, OR
- 9.2.2 Be allocated a member of staff who can enable access through security doors for the duration of the unloading and set up period before the workshop and for the pack down and loading period after the workshop.
- 9.3 Visitors must be allowed to leave promptly after the workshop once ready to do so. Any delay in departure of longer than 15 minutes due to client activities or access issues will be chargeable at the rate of £25 per additional 15-minute delay.

10.0 CHANGING FACILITIES

- 10.1 Visitors must be allocated a place where they can safely change from day clothes into historical clothing which includes access to a mirror and toilet facilities.
- 10.2 If the changing area is security locked by e.g. code or electronic tag then either:
 - 10.2.1 The visitor(s) must be given the code or a tag to enable free access to and from the changing area throughout the day, OR
 - 10.2.2 A member of staff must be allocated to the visitor(s) to enable free access to and from the changing area throughout the day.

11.0 QUERIES

- 11.1 Any queries about any of these terms and conditions should be submitted by email to info@marvelloushistory.com.