

Terms and Conditions for Facilitated Education Bookings

Payment:

- Please note that groups will be invoiced for the number of pupils booked.
- Invoices for facilitated workshops will be sent after the visit has taken place via the email address provided when booking.
- Please wait for our booking confirmation before making travel arrangements.

Changes and Cancellations:

- You can make changes to your booking up to 28 days prior to your visit. This includes date and time changes, pupil numbers, workshop alterations and parking requirements. Please notify us as soon as possible if you have to postpone or cancel a booking so we can release your slots to other groups.
- Any changes made to your booking with less than 28 days' notice, will be subject to a 100% fee.
- If you do wish to make changes to or cancel a workshop, please do this in writing by contacting educate.leeds@armouries.org.uk (Royal Armouries Museum, Leeds) or education.fn@armouries.org.uk (Fort Nelson, Hampshire)
- If you have booked a free pilot session, please also know that any cancellations within 28 days prior to your visit will result in a £130 charge per day to cover staffing costs. Please do this in writing to educate.leeds@armouries.org.uk (Royal Armouries Museum, Leeds) or education.fn@armouries.org.uk (Fort Nelson, Hampshire)
- If your group is running late, please inform us when you are able on [0113 220 1994](tel:01132201994) (Royal Armouries Museum Leeds) or [01329 848 532](tel:01329848532) (Fort Nelson, Hampshire). We will do our best to ensure your group gets a full workshop. Please be aware there is a risk that the session will be adjusted or cancelled due to other bookings on the same day.