

Kip on the Ship: Terms and Conditions

These Terms and Conditions are designed to ensure groups have a safe and enjoyable stay and are revised regularly. Please read them carefully. You must agree to them before making your reservation and when confirming your booking by making your deposit. We reserve the right to reject reservations from groups that do not meet these Terms and Conditions. Deposits will not be refunded. The Tall Ship *Glenlee* is a historic ship and maintenance work may be required at short notice.

Kip on a Ship Prices

- £25.00 per child per night, including breakfast and supervising adults go free.
- A non-refundable deposit of £5 per person is payable on confirming the booking.
- Packed lunches £3.50
- Gift bags £3.50
- Workshops, guided tours, treasure hunts and speed boat rides are all additional extras and prices are available on request.

We can accommodate up to 100 children and their supervising adults with a maximum of 11. Our minimum number is 50 children and their supervising adults.

Sleeping Accommodation

Every guest (adults and children) will need to bring a sleeping bag, pillows, sleeping mats and personal items including towels and toiletries. Please note that there are no showers on the ship.

We can offer two sleeping areas, our Café area, where the doors can be closed over, and our tween deck, a curtain is available to act as a divide for sleeping areas.

Food

Breakfast is served in the café at 8 am. You can notify us of any special dietary requirements on your booking confirmation form.

Organisers will be asked about food requirements and any allergies and the food will be adapted. For extreme allergies or requirements, the organiser will be advised to supply their personal food.

Breakfast will be supplied inclusive. There are two options available each event booking selects one option, not per person:

Hot chocolate is offered for bedtime drink with a snack biscuit on the Friday night.

Tea/coffee/hot chocolate is available to group leaders.

Please also feel free to have a takeaway delivery for your group, we only ask that all rubbish is gathered up in black bin bags.

Supervision

We require one group leader supervising adult for every eight children. All group leaders must be adults aged 18 and older who have undergone a Disclosure Scotland check.

There will be crew on board during the entire event, their responsibility is to the ship and are not accountable for supervising the children. The crew is responsible for the health and safety of the group and any instructions they issue must be followed immediately.

The crew will give a safety briefing at the start of the event and this will include a mock fire evacuation or a full evacuation weather permitting.

The group leaders remain responsible for the supervision of group members at all times. Children must be supervised by their leaders including workshops, tours and being escorted to the toilet.

Changing areas that are not covered by onboard security camera will be advised and recommended.

Access

If you have children with additional needs please email us before making a reservation to see if we can meet your requirements. Please note that we can only accommodate one wheelchair per event

All guests should wear appropriate clothing. We recommend warm clothes and flat shoes.

All children must be under the direct supervision of their group leaders (ratio 1:10) at all times.

All group members must arrive and depart at the same time. Anyone arriving or departing when the ship is closed to the public must be accompanied to/from the shore by the crew.

Please ensure prompt arrival if an evening activity has been booked. The Tall Ship *Glenlee* cannot accept liability for reduced service or a shorter evening session owing to the late arrival of the group.

Payment

The final balance will be calculated and the invoice will be issued six weeks before, and then should be paid four weeks before the visit date. You will be charged for all guests and additional items, and an invoice will be issued by email. We are not able to refund any charges for individual guests or groups who do not arrive.

We will endeavour to accommodate late notice changes

Cancellations

All cancellations must be in writing and emailed to **lauren.henning@thetallship.com**

Cancellations received in writing more than four weeks before arrival will not be invoiced. Deposits will not be refunded.

Cancellations received in writing within four weeks of arrival must be paid in full. Deposits will not be refunded.

In the case where The Tall Ship *Glenlee* needs to cancel for unforeseen circumstances - for example, an unplanned closure due to severe property damage or unforeseen maintenance issues, we will refund all payments made.

Conduct and Discipline

The Group Leader is responsible for the safety and welfare of their group members at all times and must comply with Health & Safety regulations.

The Group Leader should carry out a full and ongoing risk assessment as appropriate to the specific needs of their group.

The Group Leader will be responsible for the supervision and behaviour of the Kip in the Ship guests at all times.

The Group Leader will ensure that nothing occurs which constitutes a breach of the law or in any way causes a nuisance.

The Group Leader is responsible for any damage to the ship and or loss/damage to any items on board. The group will be invoiced for any loss/damage and may be refused future bookings.

Smoking is not permitted in any part of the ship.

Alcohol is not permitted on any part of the ship.

The Tall Ship *Glenlee* reserves the right to refuse a Kip in a Ship booking.

The Tall Ship *Glenlee* reserves the right to refuse admissions.

The Tall Ship *Glenlee* reserves the right to remove any guest from the ship at any time.

The Tall Ship *Glenlee* reserves the right to cancel any Kip in a Ship booking.