



Beamsley Project

THE BEAMSLEY PROJECT CHARITABLE TRUST

BOOKING TERMS & CONDITIONS

Centre & Sole Use Bookings

For guests, families, groups and organisations

Version 3.0 • August 2026

Registered Charity No. 701574

About These Terms & Conditions

These Terms & Conditions apply to all bookings for The Beamsley Project Centre and/or Cottage, including sole-use bookings. They apply to the person making the booking, all members of the booking party, day visitors and third-party contractors.

By paying the booking deposit, the person making the booking confirms that they have read and accepted these Terms & Conditions and agree to make all members of their party aware of the requirements that apply to them.

Document Control

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1. Definitions

- 'The Project' means The Beamsley Project Charitable Trust, Registered Charity No. 701574.
- 'The Centre' means the fully accessible group accommodation operated by The Project.
- 'The Cottage' means the accessible self-catering holiday cottage operated by The Project.
- 'Group Organiser' means the person responsible for making the booking and ensuring compliance with these Terms & Conditions.

2. Making a Booking

- A provisional booking may be made by telephone or email.
- A booking is confirmed when a completed booking form and the required non-refundable deposit are received within 10 working days.
- The deposit is £100 for the Centre or Cottage, or £200 when both are booked together.
- If the booking form and deposit are not received within 10 working days, the provisional booking may be released without further notice.
- The person making the booking must be aged 18 or over.

3. Payments & Cancellations

- The full balance is due 12 weeks before arrival.
- Cancellations made before the final payment date incur a £50 administration fee.
- After the final payment date, the booking is non-refundable and non-transferable.
- Guests are strongly advised to arrange appropriate travel and cancellation insurance.

4. Force Majeure

- The Project shall not be liable for cancellation, delay or alteration arising from circumstances beyond its reasonable control, including fire, flood, severe weather, utility failure, pandemic restrictions, government action, industrial disputes or other unforeseen events.
- Where such circumstances prevent the accommodation from being used, liability will be limited to the return of monies paid where appropriate.

5. Arrival & Departure

- Check-in is from 3.30pm.
- Check-out is by 10.30am.
- Late departure may incur additional charges where additional staffing is required.
- If arrival will be delayed, contact the General Manager as soon as possible on 07788 414079.

6. Occupancy & Minimum Stays

- Maximum occupancy is 24 people in the Centre and 6 people in the Cottage.
- Sleeping on floors, in communal areas or in vehicles is not permitted for fire safety reasons.
- Minimum stays are 4 nights midweek and 2 nights at weekends.

7. Day Visitors, Camping, Access & Site Capacity

- Day visitors must be agreed in advance and are be subject to an additional charge.
- Groups expecting more than 10-day visitors must book sole use of the facilities.
- The total number of people on site, including overnight guests and day visitors, must not exceed 60.
- Group organisers are responsible for appropriate risk assessments covering guests, visitors, parking and emergency access.
- Tents and campervans are only permitted with sole use, advance agreement and applicable additional charges.
- The Beamsley Project site includes a working graveyard, and occasionally visitors may access the site to visit a grave during your stay. If this is likely to cause any concern for your group, please let a member of the team know during the booking process. The car park has a gate which guests are advised to keep closed during their stay.

8. Accessibility & Specialist Equipment

- The Project exists to provide accessible holidays for people with disabilities and additional needs.
- Guests should discuss individual accessibility requirements before booking.
- Between April and October, bookings should normally include at least one guest with a disability or additional need unless otherwise agreed.
- Specialist equipment must be used only for its intended purpose and by competent users.
- Ceiling hoists, mobile hoists, profiling beds, shower chairs, commodes and other equipment must not be altered, dismantled or removed.
- Guests are responsible for ensuring personal slings and specialist equipment are compatible, safe and appropriately maintained.
- Equipment faults must be reported immediately.

9. Access the Dales Partnership

- The Beamsley Project acts as a hub for the charity 'Access the Dales', providing collection and return of mobility scooters.
- Members of the public may briefly attend site to collect or return equipment and, occasionally, request toilet access.
- If this causes concern, discuss it when booking so alternative arrangements can be considered.

10. Medical Room & Medication

- A lockable utility room may be used as a medical room.
- Lockable medication cabinets are available on request.
- The Project does not administer medication or provide nursing, personal care or clinical services.
- Individuals, parents, carers and group leaders remain responsible for safe storage, administration and management of medication.

- Medical equipment must be safe, maintained and suitable for domestic electrical supply. Unusual electrical requirements must be discussed before arrival.
- Please notify the Project team during the booking process if the use of oxygen will be used during your stay.

11. Health & Safety

- A Health & Safety induction is provided on arrival. At least one, and preferably two, group leaders must attend the approximately 20-minute induction.
- A guest registration form must be completed and placed in the agreed location for emergency evacuation and returned to the Project on departure.
- A PEEP should be completed for guests requiring evacuation assistance. Please ask during the booking process if you require assistance to complete this document.
- Guests must follow all safety instructions provided by The Project.

12. Safeguarding

- Parents, guardians, carers and group leaders remain responsible for supervision, safety and welfare throughout the stay.
- The Project does not provide unsupervised activities, one-to-one support, personal care or supervision.
- Organisations bringing children or adults requiring safeguarding support remain responsible for appropriate safeguarding procedures, insurance and recruitment practices, including DBS checks where applicable. These organisational requirements do not apply to private family bookings.

13. Fire Safety

- Guests must not interfere with fire alarms, smoke detectors, emergency lighting, fire extinguishers, fire doors or other fire safety equipment.
- Candles and naked flames are prohibited unless approved in writing at least three weeks before arrival and supported by an appropriate risk assessment.
- Fireworks and Chinese lanterns are not permitted due to the rural location and nearby livestock.
- Use of oxygen cylinders must be declared during the booking process.
- Costs arising from malicious or negligent activation of the fire alarm system may be recovered from the group.

14. Smoking, Drugs & Prohibited Items

- The Beamsley Project operates a no-smoking and no-vaping policy throughout the buildings and enclosed areas. Smoking and vaping are permitted only in the designated outdoor smoking area.
- Guests must ensure that cigarettes and other smoking materials are fully extinguished and disposed of safely in the receptacles provided. Smoking is not permitted near entrances, windows, outdoor play areas, vehicles or areas where it may present a fire or nuisance risk.

- Illegal drugs and prohibited substances are forbidden.

15. Entertainment & Contractors

- Live bands, discos, karaoke, PA systems and other entertainment require prior approval.
- Entertainment must be conducted responsibly and at a reasonable volume.
- Inflatables, bouncy castles and large play equipment require prior written approval.
- Third-party contractors must be approved and provide Public Liability Insurance of at least £5 million at least 14 days before arrival.
- External providers must comply with applicable safeguarding, Health & Safety and access requirements.

16. Water Supply, BBQs & Outdoor Activities

- The site operates on a private water supply. During dry spells guests may be asked to conserve water.
- BBQs may be restricted during increased fire risk.
- Outdoor activities must be conducted safely and with consideration for neighbours, visitors, livestock and the environment.
- Hot tubs and inflatable spas are not permitted.

17. Guest Responsibilities & Behaviour

- Guests must behave respectfully towards staff, volunteers, neighbours and visitors.
- Abusive, threatening, discriminatory, excessively disruptive or inappropriate behaviour will not be tolerated.
- Alcohol may be consumed responsibly. Drunken, disorderly or unsafe behaviour is prohibited.
- Group leaders are responsible for the conduct of their group.
- Sharps must be placed in appropriate sharps containers and clinical waste must not be placed in general refuse.
- Guests must report accidents, faults, damage or concerns promptly.
- Furniture must not be moved between rooms or buildings without permission. If permission is granted it is the responsibility of the group organiser to ensure it is returned.

18. Cleaning, Damage & Missing Items

- Guests must leave accommodation clean and tidy as they find it.
- Additional cleaning is charged at £40 per hour where required.
- Rubbish must be removed, recycling sorted and beds stripped where required.
- The Project may recover reasonable costs for damage, missing items, misuse of equipment or additional cleaning.
- The accommodation may be inspected following departure.

19. Keys & Security

- All keys must be returned before departure.

- Lost keys, replacement locks or security costs may be charged.
- Guests should secure external doors and windows when accommodation is left unattended and on departure.

20. Parking & Vehicles

- Vehicles and personal belongings are left at the owner's risk.
- Emergency access routes must remain clear.
- Parking on the grass verge outside the entrance gates is not permitted.
- The entrance gate should be closed where practical.
- Electric vehicle charging requires prior authorisation.
- Mobility scooter, powered wheelchair, medical battery and other high-capacity charging must only occur in approved locations using appropriate chargers.

21. Insurance & Liability

- The Project does not insure personal possessions or cover personal accidents. Guests are advised to obtain appropriate travel and cancellation insurance.
- The Project maintains appropriate insurance and Health & Safety arrangements for normal use.
- Group organisers remain responsible for their own risk assessments and insurance where appropriate.

22. CCTV

- External CCTV operates at the front of the building whilst guests are in residence for safety and security.
- Images are processed in accordance with UK Data Protection legislation and the Project's Privacy Policy.

23. Lost Property

- Items left behind are retained for three months.
- Items can be returned on request, with postage and packaging payable by the owner.
- After three months, unclaimed items may be donated to charity or disposed of.

24. Wi-Fi

- Wi-Fi is provided for convenience and availability cannot be guaranteed.
- Guests must not use the service unlawfully or in a way that causes harm or disruption.

25. Pets

- Pets are not permitted.
- Registered assistance dogs are welcome. Please advise us before arrival.

26. Complaints

- Concerns should be reported to The Project in a timely manner so it has an opportunity to resolve them during the stay. Complaints made after departure may limit our ability to investigate fully.

27. Privacy & Data Protection

- Personal information supplied during booking will be processed in accordance with UK GDPR, applicable UK data protection legislation and the Project's Privacy Policy.

28. Right to Refuse or Terminate a Booking

- The Project reserves the right to refuse a booking or terminate a stay where these Terms are breached, illegal activity occurs, significant damage is caused, guests place others at risk or excessive disturbance is created.
- Guests may be required to leave immediately and no refund will be payable in these circumstances.

39. Governing Law

- These Terms & Conditions are governed by the laws of England and Wales.

Acceptance of Terms

Payment of the booking deposit confirms that the person making the booking has read and accepted these Terms & Conditions and agrees to make all members of the booking party aware of the requirements that apply to them.

If you have any questions or require clarification before your stay, please contact The Beamsley Project before the booking is confirmed.

Thank you for supporting The Beamsley Project Charitable Trust.

Every booking helps us continue providing accessible holidays for people with disabilities, additional needs and their families.