

Royal Institution - Science in Schools Programme

Terms and Conditions

1. BOOKING PROCEDURE AND CANCELLATION

1.1 The Royal Institution will only guarantee a refund if the Event is cancelled by us. Our liability in this case will be limited to the invoiced cost of your booking.

1.2 If an Event is cancelled by the Event Organiser, written notification must be sent to schools@ri.ac.uk. If two weeks' or less notice is given then the school will forfeit 50% of the invoiced cost of the booking. If one weeks' or less notice is given then school will forfeit 100% of the invoiced cost of the booking.

2. INVOICES

2.1 The Royal Institution will accept payment by invoices for schools events, which will be issued one month in advance of your event. **Payment must be made two weeks in advance of the Event.** If we receive notice of cancellation one working week or less before the start of the Event, this will not be refunded. If we receive two weeks' notice of cancellation, 50% of the fee is due.

2.2 Any queries regarding the deposit or final invoice are to be raised by the Event Organiser within five Working Days of receipt of the invoice relating to the deposit or the final invoice (as applicable), after which the Event Organiser will be deemed to accept the amounts set out in the relevant invoice.

2.3 The final invoice is due and payable before the event date. Late payment will accrue interest from the payment due date at a rate of 4% per annum above the base lending rate of the Bank of England. The Royal Institution will enforce any and all of its legal rights as against the Event Organiser in the event of late or non-payment.

3. SESSIONS AND FACILITIES

3.1 The school sessions have a recommended maximum size of 300 pupils. If you want to hold a session for more than 300 pupils in one sitting then this needs to be discussed and agreed with the Royal Institution before the Event. The number of students cannot be increased beyond this number on the day of the performance. A booking made for a specific school is limited to the staff and pupils of that school unless previously discussed and agreed with Royal Institution staff prior to the event date. This cannot be changed without agreement from Royal Institution staff.

3.2 CPD sessions are limited to 50 staff but are at Royal Institution staff discretion. These numbers can only be increased with prior agreement and discussion with Royal Institution staff. CPD sessions are only available to staff of the school where the session is being performed unless agreed by Royal Institution staff.

3.3 Community sessions are limited to 200 attendees. The safety and administration of ticketing and public attendance at the community show is the responsibility of the host school.

3.4 The content of the shows is agreed in advance by communication with staff at the Royal Institution. Only the school show booked by the school may be performed on that day and no adjustment to content can be made. The Royal Institution reserves the right to make any alterations to presenters, event content, and event timing and will make reasonable efforts to contact schools and teachers to inform them of any changes. The Royal Institution will not be held liable for any changes made to the organised Event.

3.5 The Royal Institution reserves the right to replace the school show with similar age-appropriate school show if circumstances make this necessary. The Royal Institution will actively endeavour to advise the school of such a necessary adjustment in as timely a manner as possible.

3.6 The Royal Institution reserves the right to refuse to deliver the show if, in its reasonable opinion after on-site assessment, this might be a risk to the safety of the audience and/or yourself, and/or be a risk to the presenter, or have an unsafe or inaccurate number of audience members. In this event we will not offer any refunds or alternative events.

3.7 Schools agree to provide the presenter with a suitable space that is indoors and appropriate for both audiences and performance of the show. The school agrees to provide the presenter with access to the show space with adequate time (minimum 1 hour before and after the shows) in order to set up and pack up all equipment safely, unless otherwise agreed with the Royal Institution. The school agrees to limit access to the show equipment before and after the show by pupils, staff or the general public.

3.8 The school agrees to provide the presenter with two large tables – each approximately 2m x 1m, a projector, laptop/computer and screen, unless otherwise agreed with the Royal Institution.

3.9 The school agrees to ensure that there is a minimum of 3 metres space between the front row of the audience or people watching the performance and where the demos are to be performed.

3.10 The school agrees to provide a safe working environment for the presenter.

4. PRESENTERS

4.1 The packages are delivered by trained and qualified science presenters who act as representatives of the Royal Institution.

5. AUDIENCE

5.1 All groups of students must remain under the supervision of teachers of the school during the science show. The teachers and school are responsible for the safety of students during the performance and on entering and leaving the show venue. The Royal Institution reserves the right to refuse to perform a session if pupils are not adequately supervised.

5.2 School shows are specifically for students within the age criteria advertised for each Event. We are unable to accept bookings for students outside these ages and any bookings made for groups of students who are not of the correct key stage at the time of the session will be cancelled with no refund being offered.

5.3 The Royal Institution will attempt to accommodate schools where the shows do not begin on time. However, we reserve the right to adjust the content of the show and show length in response to unexpected changes to the schedule on the part of schools or pupils. We reserve the right to refuse late admissions to the show audience space if to do so would potentially endanger any of the audience or the presenter.

6. CONTENT AND EQUIPMENT

6.1 A risk assessment has been completed for each demo that is to be delivered during the show. No adjustments to the equipment may be made by the request of the teacher or school. The Royal Institution reserves the right to not perform a demo even if it forms part of show if to do so would potentially pose a risk to either audience members, other people at the school or the presenter. Copies of risk assessments for the demos are available to teachers booking a science in schools session. These are normally sent to teachers 1-2 weeks in advance of the Event.

6.2 All demos performed during the schools session are created with specialist equipment and delivered by trained presenters. Teachers may not reproduce show demonstrations, excluding those shown or taught during the CPD session. If teachers do attempt to replicate demos from the show either in school or elsewhere the Royal Institution does not accept responsibility for these actions and potential risks.

6.3 All demos during the show will be performed by trained presenters with appropriate safety equipment. Where a volunteer is asked to assist in a demo the volunteer will be provided with appropriate safety equipment. The Royal Institution reserves the right to not perform a demo if the safety equipment is faulty or absent.

6.4 Teachers agree to not encourage students to replicate demos seen during the science performance. Any attempt to repeat demos or reconstruct demos or experiments seen during the Royal Institution is the sole responsibility of the school and not the Royal Institution or Royal Institution performer.

6.5 All content of the shows is the property of the Royal Institution. Teachers may not replicate the content of the shows either in word or action without permission from the Royal Institution.

6.6 No Royal Institution material (including logos, images and text) may be copied, reproduced, republished, broadcast or transmitted by the Event Organiser in any way unless prior written permission has been given by the Royal Institution.

7. LIABILITY

7.1 The Royal Institution is not liable for injury to students or teachers which may occur during the course of a Science in Schools session.

7.2 The Event Organiser is liable for the safe and secure storage of demo equipment and show materials during the Science in Schools session.

7.3 The Royal Institution is not liable for damage to property which may occur during the delivery of Science in Schools sessions.

7.4 The Royal Institution is not liable for the safeguarding of students' welfare during the delivery of Science in Schools sessions.

8. FILMING AND RECORDING

8.1 By attending a Royal Institution event, audience members consent to being filmed, recorded and photographed. Audience members grant the Royal Institution the right to use recordings of any type made of their attendance in any and all media, and by means of publicity and promotion relating to the Royal Institution. School parties should ensure that appropriate parental permission is obtained before attendance at any Royal Institution event. If parental permission is not given for individuals, please contact Royal Institution staff before the Event so that we can accommodate this request. If schools have contacted the media or employed a professional to photograph or film the Event prior permission must be obtained from the Royal Institution.

8.2 The unauthorised use of photographic, sound or film equipment during a performance is strictly prohibited. If you wish to use this equipment, please contact the Royal Institution staff before the day of the Event. The copyright is assigned to the Royal Institution for any recordings of events produced by the Royal Institution. Unauthorised recording may result in content being destroyed.