



**Booking form** – please return to [sueholmes@email.com](mailto:sueholmes@email.com)

<b>School:</b>		
<b>Contact Teacher:</b>	(preferably with responsibility on the day)	
<b>Contact Email:</b>		
<b>Email for Invoice:</b>		

**Dates & venues**

(enter in order of preference or list for more than one term)

Venue	Date	Year Group	Number of pupils – <b>your invoice* will be for the number you book</b>

I agree that my school will read and follow

- REaction guidance notes for staff (sent before the day)
- REaction cancellation policy below

I give consent for photography by the organisers, for REaction publicity purposes only, unless I notify / advise to the contrary on arrival.

The cost is £3 per pupil, invoiced\* and payable before the event.

Comments, questions or suggestions:

  
  

Please indicate any special needs:

Authorised by..... (Headteacher)

# REaction: Cancellation Policy 2019

Provider: REaction team - Sue Holmes (REaction Coordinator) & Label of Love

The REaction team is committed to running high quality events for schools. We recognise that on occasion schools book for events that they are subsequently unable to attend, or they may need to revise the number of children they bring. In these situations we ask that schools notify us of changing circumstances as soon as possible.

All bookings must be accompanied by a completed booking form, downloaded from <https://reinhull.wordpress.com/reaction/> and returned to [sueholmes@email.com](mailto:sueholmes@email.com)

All enquiries about REaction should also go through Sue: **07931 700851**

In the event of cancellation, action must be taken as follows:

- ❖ The school will notify Sue Holmes as early as possible
- ❖ Any cancellations or revisions received up to 10 **working days\*** prior to the event will incur no penalty
- ❖ Any cancellations or revisions within 10 **working days\***, but within 2 **working days\*** of the event will be charged 50% of the total amount
- ❖ Any cancellations or revisions within 2 **working days\*** of the event will result in the school being invoiced for the full amount
- ❖ In the event of circumstances outside the school's control e.g. weather, illness, accident, etc. an alternative date & venue will be offered where possible.

**\*A 'working day' is designated as a normal school day; school holidays are non-working days.**

Please bear in mind that decisions regarding the viability of individual events are based on the numbers booked in, so do let us know of any adjustments as soon as they arise. Last minute cancellations often leave us committed to go ahead, thereby running at a loss, and then the future of REaction events cannot be assured.

The team reserves the right to cancel or modify events due to unforeseen circumstances but will do their utmost to avoid the need to do so. Any school already paid-up would be offered a full refund or an alternative event.

**By making a booking you are agreeing to adhere to this Cancellation Policy.**

For any payment enquiries for a REaction event, please contact:  
Jill Keegan (Label of Love Administrator) on **01482 211379** or [jill@labeloflove.co.uk](mailto:jill@labeloflove.co.uk)

We wish your school an enjoyable REaction day!