

Wild Days – Team Engagement and Volunteering Booking

Event Summary

The Provider (We/Our)	Suffolk Wildlife Trust
Event Coordinator	Sophie Flux Sophie.flux@suffolkwildlifetrust.org Alternative email: wildmybusiness@suffolkwildlifetrust.org
The Organisation (You/Your)	
The Lead Participant	Enter name: Enter contact details:
Event Price	
Number of Participants	
<i>The "Event" is defined as the activity agreed below:</i>	
Event Date	
Location of the Event (The Site)	
Duration (half or full day)	
Type of Day (Wild Work, Wild Wellbeing, Wilder Knowledge)	

Thank you for offering your time to help Suffolk Wildlife Trust and nature in our county. By making this booking to take part in a Suffolk Wildlife Trust Corporate Engagement/Volunteering Day both You and the Participants agree to abide by these terms and conditions.

Please read the Special Terms and Conditions below before you complete the Event and ensure you share with all Participants. If you have any questions, please contact our Partnerships Team on wildmybusiness@suffolkwildlifetrust.org.

Corporate Engagement/Volunteering Days are administered by Suffolk Wildlife Trust, registered charity no. 262777 to help raise essential funds for our vital work. A proportion of the donation will help cover costs to administer the event. The remainder will support our work managing reserves, reclaiming more connected spaces for nature, connecting with the community through a programme of engagement, and advocating on nature's behalf.

1. Contract formation

- 1.1. The contract is formed when Suffolk Wildlife Trust has received part, or all the payment required to attend the Event, and you have received a written confirmation of your Event from Suffolk Wildlife Trust.

2. Price

- 2.1. The Event Price is subject to regular review and availability and may change between the time it is first advertised and the time when you book. The Event Price you will pay will be shown on your confirmation email ("the Confirmation").
- 2.2. The Event Price is inclusive of a 10% non-refundable deposit to cover administrative costs.
- 2.3. The Event Price is for a maximum number of Participants as detailed in the Event Summary above. Substitute Participants are permitted, but additional Participants taking the total number of Participants to over 12 will each be charged for at £55 per person + VAT and are strictly subject to pre-approval (see clause 4.2 below) and capacity of the Event.
- 2.4. The Event Price includes:
 - Attendance at the Event for the number of Participants stated
 - Provision of necessary equipment
 - Tailored itinerary and supervision of Suffolk Wildlife Trust staff member
 - Extra nature themed activity
 - The Event Price does not include food and drink, or transport to and from the Site

3. Payment

- 3.1. For all bookings, we require full payment for the booking, in advance. If the booking is cancelled, we refund according to our cancellation terms (as per Section 17 below).
- 3.2. If you use a Purchase Order system, please provide your PO number with your booking form.
- 3.3. Payment within 30 days of the date of invoice is required to confirm your booking.

4. Number of Participants

- 4.1. All names of those participating in the Event must be provided to the Partnerships team on wildmybusiness@suffolkwildlifetrust.org a minimum of 30 days prior to the Event. All personal information will be used by Suffolk Wildlife Trust in accordance with The Data Protection Act 1998 in accordance with Section 18. below.
- 4.2. If the number of expected Participants increases after confirmation, you must inform Suffolk Wildlife Trust at least 1 week prior to the event, so we can ensure sufficient equipment and staff are available at the Event. Please note, we cannot guarantee we can accommodate additional numbers, as this will be subject to risk assessment and staff availability/ratios.
- 4.3. Any attendees who have not been pre-registered will not be admitted entry to the Event.

5. Your Obligations

- 5.1. It is Your responsibility to ensure that all Participants accept these terms and conditions, and that the details you have provided for Participants are accurate.

- 5.2. You confirm that in entering into this agreement, all Participants are over the age of 18.
- 5.3. All Participants must comply with any site rules notified to them by Suffolk Wildlife Trust and its representatives and remain within areas defined as part of the Event.
- 5.4. Unruly or dangerous behaviour by any Participants at the Event will lead to the exclusion of such Participants from all or part of the Event and no refunds will be made.
- 5.5. This Agreement will remain in force until the last of your Participants has left the Site.
- 5.6. You should inform Suffolk Wildlife Trust immediately if, within 2 weeks prior to the Event any of your Participants has, or develops, an infectious or contagious medical condition. Suffolk Wildlife Trust has a duty to consider the health and welfare of all Participants and so reserves the right to:
 - 5.6.1. cancel your booking for any or all your Participants.
 - 5.6.2. ask any of your Participants to refrain from attending certain activities or parts of the site; or
 - 5.6.3. ask any of your Participants to leave the Event immediately, should Suffolk Wildlife Trust, at its discretion, consider it necessary.
 - 5.6.4. Suffolk Wildlife Trust is unable to offer a refund in such circumstances. Your right to cancel is set out in Section 17. below.

6. Personal Belongings

- 6.1. Participants' personal belongings are their own responsibility during the Event; please note that at most sites storage of equipment is not possible. Please refer to the Partnerships Team to confirm the facilities available during Your Event.

7. Liability

- 7.1. By accepting these Terms and Conditions, each Participant accepts that the nature of volunteering involves an amount of personal risk. Your day could involve walking on uneven or slippery terrain, manual handling equipment, bending and lifting, and other physical activities. Every effort is made to minimise risk though careful planning, preparation, and supervision however You should ensure each Participant has considered the suitability of the Event in accordance with Section 8. below.
- 7.2. Participants are expected to be responsible for their own safety. To the fullest extent permitted by applicable law, Suffolk Wildlife Trust accepts no responsibility or liability for any injury, loss or damage to Participants or their property, except where caused by the negligence of the Suffolk Wildlife Trust.

8. Health and Safety

- 8.1. Suffolk Wildlife Trust can take no responsibility for Participants' medical conditions. If any Participant is in any doubt about their ability to participate in and/or complete the day, they should seek medical advice.
- 8.2. You agree to notify us before the Event, if any Participant has a physical or medical condition (including allergies) that may affect their ability to carry out certain tasks. All information will remain confidential.

8.3. We recommend the following Participants consider carefully whether the planned activities including within The Event are right for them (and seek GP guidance if in any doubt):

- Pregnant women
- Those with long standing or reoccurring back or joint issues
- Those who have had recent surgery
- Those who find walking or standing for long periods of time difficult
- Those with severe allergies to insect bites, stings or pollen
- For those with physical impairments please refer to Section 13. Below.

8.4. Please note that some of our sites do not have welfare facilities (toilets, cafes etc.). Please speak to the Event Coordinator prior to booking to understand what provision exists.

8.5. Participants are responsible for ensuring that they are wearing appropriate attire (including footwear), considering the task assigned to the group, the weather forecast and the terrain involved. Your Event Coordinator can provide advice on suitable attire.

9. Safeguarding

9.1. If the Participants include any vulnerable adults, you must show You have

- 9.1.1. a Safeguarding policy in place. If You do not have one, you must sign up to Suffolk Wildlife Trust's policy, a copy of which is on the website and available on request.

10. Responsibility for the Group

10.1. By agreeing to these terms and conditions, each Participant agrees they will not do anything that may endanger the users of Our sites, buildings, or their contents.

10.2. The Lead Participant (over 18 years old) will be present for the duration of the event. They will be responsible for the supervision of the group, the behaviour of persons using the premises, car parking and time management and for ensuring all persons are adhering to health and safety guidance provided by Suffolk Wildlife Trust and our representatives.

10.3. The Lead Participant will be made aware of the procedure in the event of a fire and the location of the fire exits, which should remain clear at all times. No naked flame may be used except when under the supervision and at the discretion of Suffolk Wildlife Trust and our representatives.

10.4. The Lead Participant will hold emergency contact details for all Participants throughout the day. For GDPR reasons, We do not require a copy of the contact details, but it is essential that the Lead Participant has access to them. They will be asked to confirm this on arrival. Failure to have details for each Participant could result in the start of the Event being delayed.

10.5. If any first aid is required, the Lead Participant should liaise with the staff member on duty.

10.6. All equipment required for Your event, will be provided by Suffolk Wildlife Trust. Any equipment brought onto the premises by any Participants, must comply with the Electricity at Work Regulations 1989, and any subsequent regulations. Any equipment brought onto site, must be agreed in advance by Suffolk Wildlife Trust as part of the booking agreement

11. Alcohol and illegal Substances

- 11.1. Participants are not to enter any part of the Event under the influence of alcohol or illegal drugs or to consume them on site.

12. Refreshments and Catering

- 12.1. Whilst some Suffolk Wildlife Trust Reserves have an on-site café, open to the public, this is not the case at all locations. Please ensure You check with the Event Coordinator, and do not make assumptions access to food or hot drinks will be available.
- 12.2. Where there is an option to pre-order on site food, the Event Coordinator will make you aware (the cost of this is not included in the Event Price).
- 12.3. We will ensure there is access to a drinking water supply throughout although We ask all Participants to ensure they bring a suitable and where possible, reuseable, drinking bottle with them.

13. Accessibility

- 13.1. For any Participants with a physical impairment please refer to our partnership team for advice on accessibility and suitability of the activities.

14. Equal Opportunities

- 14.1. Any Organisation booking an event must ensure that the nature of the booking does not contravene Suffolk Wildlife Trust's Equal Opportunities policy. You are expected to abide by that policy unless you can show you have your own Equal Opportunity Policy, the terms of which must not contradict the terms in Suffolk Wildlife Trust policy. A copy of the policy is available on request.

15. Animals

- 15.1. Participants are not permitted to bring animals on site, with the exception of guide dogs. We ask that you do not attempt to touch any species or pick any plant life you may encounter during your day, unless accompanied by a member of staff, and as an organised part of your event.

16. Media use of images and recordings from the Event

- 16.1. Suffolk Wildlife Trust, its agents and other representatives may take photos or audio or video recordings at the Event which may be used for marketing, promotional or educational activities. If any Participant does not want to appear in such photos or recordings, it is their responsibility to inform the person taking the photos or making the recording at the time or prior to the Event.
- 16.2. If You or your representatives, including Participants, have taken photos of the Event You may be asked by us for consent to use your images. You will be asked to complete a consent form, requesting the use of these photographs, if You agree these photographs may be kept in the Suffolk Wildlife Trust archives and/or used for publicity purposes

17. Cancellation and Postponement

- 17.1. You may cancel your Event at any time by notifying Suffolk Wildlife Trust by email to wildmybusiness@suffolkwildlifetrust.org, or in writing to **Partnerships Team, Suffolk Wildlife Trust, Brooke House, The Green, Ashbocking, IP6 9JY**. Your cancellation will be confirmed by our team in writing.
- 17.2. The following cancellation terms apply:
- 17.2.1. Cancellation notice: 8 weeks from date of the Event or more: Refund of costs minus 10% non—refundable deposit.
 - 17.2.2. Cancellation notice: 4 to 8 weeks from date of the Event: 50% of Event Price remains payable inclusive of the 10% non- refundable deposit.
 - 17.2.3. Cancellation within less than 4 weeks: No refund.
- 17.3. If you wish to postpone your event less than 28 days before the event is due to take place a flat rate fee of £100 will be charged to cover any costs already incurred and your 10% non-refundable deposit will be secured against your new date.
- 17.4. Postponed events will be rescheduled as soon as possible after the initial postponement and should be expected to take place within the same financial year as the original booking. Should a postponement roll over into a new financial year, this may constitute a new booking, and the original deposit could be lost.
- 17.5. If Suffolk Wildlife Trust is unable to deliver the Event for any reason (e.g. due to severe adverse weather conditions, illness) We will cancel the event.
- 17.5.1. We will endeavour to provide as much notice as possible, but this may happen at short notice. In the event of cancellation, We will liaise with You to either rearrange the Event for a new date, or provide a full refund, but will not be liable to You for any other losses, cost or expenses. Any refunds agreed by Suffolk Wildlife Trust will be processed and paid within 30 days after the end of the Event.

18. Data Privacy & Law

- 18.1. Suffolk Wildlife Trust will securely retain your data in accordance with the Data Protection Act 1998 and the GDPR. We will not share your data with any third-party organisations, unless required by law, or where essential to enable the Event and activities to run effectively. Suffolk Wildlife Trust may use your data to inform you about other events and activities or to contact You about supporting us. There are more details of our data protection and privacy policy here: [Privacy Policy | Suffolk Wildlife Trust](#)
- 18.2. If you wish to have your details removed from the Suffolk Wildlife Trust database or opt out of receiving emails please contact partnerships@suffolkwildlifetrust.org or write to us at **Partnerships Team, Suffolk Wildlife Trust, Brooke House, The Green, Ashbocking, IP6 9JY**.

19. Jurisdiction

- 19.1. This Agreement shall be governed by and construed in accordance with the laws of England and Wales