

Our terms

1. These terms

- 1.1 **What these terms cover.** These are the terms and conditions applicable to your Discovery and Access booking at Wakehurst.
- 1.2 **Why you should read them.** Please read these terms carefully before you book your workshop. These terms tell you who we are, how we will provide services to you, how you and we may change or end the contract, what to do if there is a problem and other important information.

2. Information about us and how to contact us

- 2.1 **Who we are.** We are The Board of Trustees of the Royal Botanic Gardens, Kew an exempt charity incorporated by statute and having its main administrative offices at The Royal Botanic Gardens, Kew, Richmond TW9 3AE.
- 2.2 **How to contact us.** You can contact us by telephoning our customer service team at 01444 894066 or by writing to us at wakehurstcommunity@kew.org or by post to Wakehurst, Ardingly, Haywards Heath, Sussex, RH17 6TN.
- 2.3 **How we may contact you.** If we have to contact you we will do so by telephone or by writing to you at the email address or postal address you provided to us in your order.

3. Our right to cancel the workshop

- 3.1 We may cancel or interrupt the workshop at any time if an event outside our reasonable control prevents us from organising the workshop. This could include severe weather which closes Wakehurst on safety grounds, injury or illness of the workshop instructor and government guidance and/or regulations applicable to organizing workshops, such as social distancing regulations.
- 3.2 If we are unable to run the workshop for any other reason, we will get in touch as soon as possible to let you know. Depending on availability, we may offer you an alternative workshop date.
- 3.3 We will communicate any cancellations to you as soon as practically possible, by email.

4. Workshop Materials

- 4.1 Workshop materials will be provided unless otherwise stated in the workshop description.

5. Access & Medical Conditions

- 5.1 Wakehurst contains hazards which are potentially dangerous, especially to children or any individuals who with impaired mobility. This includes water features and the surrounding paths, steps and walkways which may become slippery when wet.
- 5.2 If you have any accessibility requirements or need assistance during your visit, please contact us in advance of your session at wakehurstcommunity@kew.org or 01444 894066.

6. Our responsibility for loss or damage suffered by you

- 6.1 We are responsible to you for foreseeable loss and damage caused by us. If we fail to comply with these terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the booking process.
- 6.2 We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors and for fraud or fraudulent misrepresentation.

7. How we may use your personal information

- 7.1 We will only use your personal data as set out in our privacy policy available at kew.org/privacy.

8. Which laws apply to this contract and where you may bring legal proceedings.

- 8.1 These terms are governed by English law and you can bring legal proceedings in respect of the services in the English courts. If you live in Scotland you can bring legal proceedings in respect of the services in either the Scottish or the English courts. If you live in Northern Ireland you can bring legal proceedings in respect of the services in either the Northern Irish or the English courts.