



Lu Ban Foundation Visit Terms and Conditions

- All events will be pre-planned with the organiser and a foundation nominee a schedule of activity will be agreed and signed off, five working days prior to the event
- Bookings for groups over 12 students/pupils will require a 25% deposit
- Information to support risk assessment can be found on the website.
- Student staff/pupil ratios will be your responsibility
- Teaching staff attending events costs will be covered by the foundation, however a fair usage policy will apply
- Lu Ban foundation have the option to cancel or reschedule your event with 48 hours' notice
- Not all Lu Ban staff have DBS checks, therefore reasonable adjustment must be made by the organiser to meet your school, college or university requirements
- All events will be invoiced from the foundation (if not payable online), payment must be with the foundation prior to the event
- You have the right to cancel your event with 10 working days notice, this will result in a 75% refund, 5 working days a 50% refund with 48 hours no refund, however we will welcome rescheduled dates at a time that meets the requirements of both organisation
- If Lu Ban cancels the event due to low numbers, you will receive a full refund or credit for further activity
- Requests for support from the foundation will be accepted on individual merit more information is available on the website
- Access to Lu Ban restaurant is via a cobbled courtyard, we do not have full DDA access due to the listing of the building, for further information is available
- Where an event involves food, the organiser must make the hosts of the event aware of any allergens or intolerance
- Parking is available on site, but Lu Ban has no responsibility for the action of the car park owners
- All resources and personal items bought to Lu Ban are done at your own risk

We have the right to amend the terms and conditions without prior notice.