



Regimental Museums Learning Hub

School Programme Booking Terms and Conditions.

Payment Process

- Schools will be invoiced the week of their visit. Invoices are payable by cheque, cash or BACS. Payment terms are 14 days from the date of the visit.
- Schools in City of Edinburgh, West Lothian, and East Lothian who wish to pay through their Local Authority procurement system should raise a Purchase Order for the cost of the charged sessions upon confirmation of booking. Purchase Order numbers should be notified to learning@theroyalregimentofscotland.org at least 10 days in advance of the visit.

Cancellation Policy

- Museum of The Royal Regiment of Scotland, acting on behalf of the Regimental Museums Learning Hub, reserve the right to charge a fee for short notice cancellations or no-shows.
- Bookings cancelled less than 2 weeks prior to the visit will incur an administration fee of 50% of the value of chargeable events.
- A charge of 100% of the value of booked sessions will apply to no-show or last-minute cancellations.
- In certain circumstances Museum of The Royal Regiment of Scotland may waive the administration fee.
- Cancellations should be notified in writing to learning@theroyalregimentofscotland.org

Adverse Weather Policy

- In exceptional circumstances Edinburgh Castle may close to visitors at the last minute due to adverse weather.
- In the event of anticipated weather warnings, schools will be alerted as soon as the Museum Team become aware and alternative arrangements will be made.
- In the event of last-minute closure, e.g. on the morning of the visit, schools will be alerted as soon as the Museum Team become aware and alternative arrangements will be made. If the visit cannot take place on the nominated day all charges will be waived.