



In collaboration with Northumbria Sport and your Students Union, we are here to help you make the most of your time in Newcastle. From Paddle Boarding to Cocktail Making, we have the excursion for you and friends to enjoy!

### **Event Guidelines**

To ensure you have the best experience, we ask that you read the following terms and conditions:

- Please ensure you have read the description of the event and have everything you need to take part, due to the nature of the activities, time limits will prevent the group from leaving any later than the specified. Please ensure you arrive at the correct meeting place in good time.
- We use the services of other agents such as coach operators and taxi services to provide transport for some events. We cannot be held responsible for the failure of any of these companies to supply the services required. If any of our suppliers are unable to deliver the services required, we will make every effort to make alternative arrangements so that the trip takes place & continues.
- Unless specified in the event description, catering and refreshments are not included.
- We work hard to offer fun and engaging activities, please ensure to be kind to others and uphold the university [#ItsOnUs](#) policy. If you are asked to leave the excursion due to your behaviour, you will not be eligible for a refund.

### **Cancellations and Refunds**

We can give refunds and exchanges for Be Part of It activities where we have been notified 14 days or more in advance of the event date. Please note – our refund process can take up to 21 days to be refunded into your account.

### **Photography**

Please note photographs or filming may take place during the trip, if you do not wish to have your photograph taken, please contact us via email: [venues@northumbria.ac.uk](mailto:venues@northumbria.ac.uk) and please make you're the team member leading your event aware at the start of the session.

### **Third Parties**

To provide a wide-reaching experience for students, we do use 3rd party and community partners, therefore it's advisable for all students to read the company's policies and procedures for participation.