



# Yearly Meeting Booking Terms and Conditions

Please read the full terms and conditions below:

## 1. Booking terms and conditions

- 1.1. Registration is issued subject to the rules and regulations of the online event platform and Quakers in Britain. Further details are available upon request from Quaker Church Affairs. Email: [ym@quaker.org.uk](mailto:ym@quaker.org.uk) Telephone: 020 7663 1040
- 1.2. The participant must agree to uphold 'our community agreement' in how they behave during the event, including on social media. Yearly Meeting clerks and elders may decide, exceptionally, to exclude from the event anyone who does not abide by the community agreement.
- 1.3. If you complete a registration form on behalf of another person, then you confirm that you have the authority to agree to these terms on their behalf, this means that you should make them aware of the Terms by which they are bound. This also applies to all participants sharing a device with the booker.
- 1.4. By submitting a booking form, the booker and/or participant are bound by these terms and conditions.

### Conditions for those attending Friends House

- 1.5. The participant must comply with all relevant statutes (eg environment protection), safety announcements and venue regulations while attending the event.

### Online conditions

- 1.6. The participant must comply with any relevant online event platform regulations while attending the event. And any additional online event platform terms. There are currently not any regulations or terms for our platform sched.
- 1.7. Where more than one person is sharing a device, only one booking is necessary

## 2. Reservations

- 2.1. Upon receipt of a completed booking form, BYM will confirm availability and a booking acknowledgement will be issued.
- 2.2. It is your responsibility to ensure that your information, including email, is kept up to date.
- 2.3. It is your responsibility to cancel your reservation for any event you are no longer going to attend. This is important as it will free up the space for someone on the waiting list.

### Online conditions

- 2.4. You will be able to enter any event you have booked for by using the button link on the Yearly Meeting Planner in the event details. This button will only appear 10 minutes before the start of the meeting.

2.5. Registering for Yearly Meeting does not guarantee you access to all associated events. Space at all events is limited. To reserve a space at an online event you must add it to your personalised timetable in the Yearly Meeting Planner. Any events at Friends House are on a first come first served basis.

2.6. We aim to make the event as widely accessible as possible. However, technology issues such as your device, configuration and internet connection may affect your online experience and access.

### 3. Session capacities and waiting lists

3.1. Conditions for those attending Friends House. If the event is full, we will place you on a waiting list and let you know when a space becomes available. If a place becomes available, we will contact you and give you 48 hours to book before we offer the place to someone else.

#### Online conditions

3.2. Due to the capacity of Zoom meetings, we will run a waiting list. If you no longer plan to attend a session, please cancel your place by unchecking it in your schedule in the Yearly Meeting Planner so that it can be offered to someone else.

3.3. If an event is full, we will place you on a waiting list. If a place becomes available, it will automatically be assigned to the person at the top of the waiting list. If you are assigned a place but no longer need it, please cancel your place by unchecking it in your schedule in the Yearly Meeting Planner so that it can be offered to someone else.

### 4. Payment

4.1. Yearly Meeting is free to attend, including all associated events.

4.2. We offer the option for participants to purchase food tickets in advance (see clause 6. cancellation and refund)

### 5. Context of event

5.1. We make every effort to run events as advertised. However, there may be occasions when we need to make changes. This may be at short notice.

5.2. BYM reserves the right to change the venue from the one specified when necessary. If this is the case, BYM will inform the participant as soon as possible and provide information about the revised venue.

5.3. BYM reserves the right to alter the content, speakers or facilitators and, without financial liability.

### 6. Cancellation and refund

6.1. BYM reserves the right to cancel, postpone or otherwise alter the content or date of an event without prior notice, and without financial liability.

6.2. We understand that unforeseen circumstances may prevent your attendance at Yearly Meeting.

6.2.1. We accept no liability for services outside our remit, such as accommodation and travel costs – We strongly recommend that you consider taking out cancellation insurance (Clause 11 refers).

6.2.2. If you purchased food tickets and find yourself unable to attend, please notify us on or before the date booking deadline expires, in such cases we will arrange a refund of your food tickets. Please use the cancellation arrangements detailed in your ticket purchase.

6.2.3. Please note that refunds will be issued in the same form as the original payment method (credit card, PayPal, etc.), and any administrative and processing fees incurred may be deducted from the refund amount.

## 7. Personal Belongings

Personal belongings and items that belong to or in the possession of the participant brought onto the venue are the sole responsibility of the owner and BYM accepts no responsibility for such items.

## 8. Technical support for online events

8.1. You are responsible for the provision of and associated costs for the equipment needed to access the online event and content.

8.2. Quakers in Britain is not responsible for the reliability, availability or speed of internet and telephone lines and/or equipment that you use to access the online event and content.

8.3. You are responsible for ensuring that your systems are compatible with our online event platform.

## 9. Access to the event

9.1. BYM reserves the right to refuse admission to any person or to remove any such person after the commencement of the event, including blocking them from an online event platform, without any liability, if:

- it considers said person, to be unsuitable for admission to the event;
- there is a failure on behalf of said person to comply with applicable law, 'our community agreement' for YM or YMG; or our policy on Bullying, Harassment, and verbal abuse.
- said person causes disruption at the event, threatens the safety or wellbeing (including online) of other attendees or impedes the enjoyment of the event by other participants;
- their location and/or attire is unsuitable for a public meeting (this does not include breast feeding);
- commits an illegal act (see points below);

Any behaviour which constitutes repeated harassment or intimidation (for example name calling, threats, and abusive calls, emails or messages) or constitutes a hate crime (including discrimination, harassment and victimisation) are illegal and will be reported to the police;

The sharing of pornographic, racist, hate-motivated or other offensive content is illegal and will be reported to the police.

Substitute adult participants will be accepted without charge, subject to prior notification to BYM. Where possible BYM asks the booker to inform it of the alternative participant's name at least two weeks before the date of the event.

For substitutions to the Children & Young People's Programme, the parent or guardian must contact the Children & Young People's team to check availability and capacity in relation to the programme at least a month before.

## 10. Force majeure

10.1. BYM will not be liable for any failure or delay in the delivery of the event which is caused by circumstances beyond its reasonable control.

10.2. Where such an event occurs, BYM's obligations will be suspended for so long as such circumstances continue or the event may be cancelled in which case the provisions of the Cancellation Clause will apply.

## 11. Insurance

11.1. We strongly recommend that you consider taking out cancellation insurance (such as individual holiday / travel insurance) to provide cover in the event of having to cancel your booking due to unforeseen circumstances. BYM is not able to recommend an insurance provider.

## 12. Accessibility

12.1. BYM is committed to providing access for all. We aim to hold our events using online platforms that are accessible as far as possible. However, if you fail to tell us in advance what support you need, BYM will not be liable for any associated limitations to your participation.

12.2. Our booking deadlines are in place to enable us to put in place adjustments to support your access requirements. For more information on booking deadlines please see the bookings page on [www.quaker.org.uk/ym/](http://www.quaker.org.uk/ym/)

## 13. Data Protection

13.1. Yearly Meeting the event and associated sessions will be available on Zoom. For more information see <https://zoom.us/privacy> Zoom keeps and accesses data from any recordings, whiteboards, chat data etc and shares this information with 20+ countries. You are strongly encouraged not to share any personal or sensitive information on Zoom.

13.2. All participant details will be kept on our records, but we will not share your contact details with anyone except where needed for the purposes of running the event. We will not contact you about anything other than the event you're booked to attend – unless you have indicated otherwise. All data is processed in accordance with [BYM's Events Privacy Notice](#) and the [privacy policy of the provider of the Yearly Meeting Planner, Sched.com](#)

13.3. If you do not wish to receive any further information from us about Yearly Meeting, please notify us by post, email (ym@quaker.org.uk) or telephone on 020 7663 1040.

## 14. Photography and filming

### Your responsibilities

14.1. Taking recordings or static images of sessions is not permitted, without prior consent of the organisers and affected participants. Anyone found to be doing so without said permission will be in breach of these terms and conditions and will be blocked from accessing any YM or YMG sessions.

14.2. Please be respectful. Ask permission if you take a photo that you would like to share on social media.

14.3. Please don't take images of children and young people unless you have the **prior and explicit** permission of their responsible adult.

### Our responsibilities – image consent withdrawn.

14.4. If an event is being recorded you will be notified of this on arrival. If you are online and do not wish your video to be captured you should turn your video off in Zoom.

14.5. We understand that there may be sensitive and personal reasons that affect how you feel about photography and filming during Yearly Meeting. Please note that footage of Yearly Meeting is livestreamed and we are unable to exclude those in the Large Meeting House from this footage. And where images are taken for promotional purposes, you have the right to withdraw your consent.

14.6. Red lanyards will be available for anyone who does not want their image to be used. This is so they can be identified and kept out of published imagery. As we film and photograph throughout the weekend, we will try not to capture your image.

14.7. When we process images, we will delete any that contain red lanyards. If you can see staff filming please try and stay out of shot so we don't have to throw away valuable footage and photographs. If you think we may have caught you on film, please let us know.

14.8. If you sent an image of your child to BYM staff for us to exclude your child from the official photographs, then this will be checked against all our photographs.

#### **Our responsibilities – image consent given**

14.9. If you give consent for the use of your image, through the medium of photos and videos it will be used by BYM to attract new members, encourage people to take part in our activities and contribute to our funds. Your image may be used in any of the following: print, website, e-books, other electronic media and social media ([Facebook](#), [YouTube](#), [Instagram](#) and [Bluesky](#) etc.).

14.10. We do not identify people by name or meeting without specific, prior permission. Additional consent will be sought for anyone who might feature prominently in published videos.

### **15. Intellectual Property**

15.1. Any materials, including but not limited to documents, presentations, recordings or other creative works developed or used in connection with YM or YMG remain the exclusive property of BYM.

15.2. You agree not to reproduce, distribute, or use the materials for any purpose other than their intended use in connection with the event without the prior written consent of BYM. Any unauthorised use of the materials may constitute a violation of copyright or other intellectual property rights and may be subject to legal action.

**Limitation of liability** 16.1. Except in respect of liability for death or personal injury caused by BYM's negligence (for which no limit or exclusions of liability apply), BYM's aggregate liability, whether for damages or compensation of any nature arising from the contract for the event (including as a result of negligence) shall be limited to the total sum or sums paid by the booker/participant for attendance at the chosen event.

BYM reserves the right to recover from you any loss or damage incurred or suffered by us, the online event platform or any other participants as a result of your behaviour at the event or breach of these terms

You agree to indemnify, defend, and hold harmless BYM from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable solicitors fees) arising out of or related to any breach of this agreement by yourself or any negligent or wrongful act or omission of yourself in connection with the performance of your obligations under these terms and conditions.

Zoom and Sched.com have their own privacy policies and data practices. BYM cannot guarantee the security of participant data shared on these platforms or be held liable for breaches that occur within those systems.

BYM is not responsible for issues arising from participants' misuse or lack of familiarity with these platforms, such as failing to log in correctly, using outdated software, or not meeting technical requirements.

### **17. Language and Interpretation**

17.1. These terms and conditions are drafted in the English language. In the event of any discrepancy or inconsistency between the English version and any translations, the English version shall prevail.

17.2. These terms and conditions shall be interpreted in accordance with the laws of England. Any disputes arising from or relating to these terms and conditions shall be subject to the exclusive jurisdiction of the English Courts.

17.3. These terms and conditions constitute the entire agreement between the parties concerning the subject matter herein and supersede all prior agreements and understandings, whether written or oral.

17.4. If any provision of these terms and conditions is held to be invalid or unenforceable, such provision shall be deemed severable from these terms and conditions, and the remaining provisions shall remain in full force and effect.

17.5. The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of that provision or any other provision.

## **18. Miscellaneous**

18.1. BYM reserves the right to refuse admission to any person whom it considers in its absolute discretion to be unsuitable for admission to the event or to remove any such person after the commencement of the event.

18.2. BYM has the right to update or amend the terms and conditions, if adjustments are required after you have agreed to these terms and conditions, then we will notify you within 14 working days of these amendments.

18.3. If any part of the terms and conditions is deemed invalid or unenforceable, the remaining provisions shall still be valid and enforceable

18.4. Dogs are not allowed onsite, unless they are registered assistance dogs.

18.5. Any opinions expressed by speakers at any event are their own and not necessarily those of BYM.

18.6. BYM will not accept liability for transport disruption or individual transport disruption.

18.7. Accommodation is not provided. Whilst we have provided a list of accommodation options, these are not recommendations and participants book and use these venues at their own risk and BYM accepts no liability for any issues arising.

18.8. Any contract arising from these terms shall be governed by and construed in accordance with English law and any dispute that may arise between parties concerning these terms or any contract arising therefrom shall be subject to the exclusive jurisdiction of the English Courts. Where appropriate to the situation BYM will seek to resolve issues through alternative dispute resolution methods, such as mediation or arbitration.

For further information, please contact the BYM Events Team at [ym@quaker.org.uk](mailto:ym@quaker.org.uk) or telephone 020 7663 1040.

Updated 15 January 2026