

# Update your T&C's

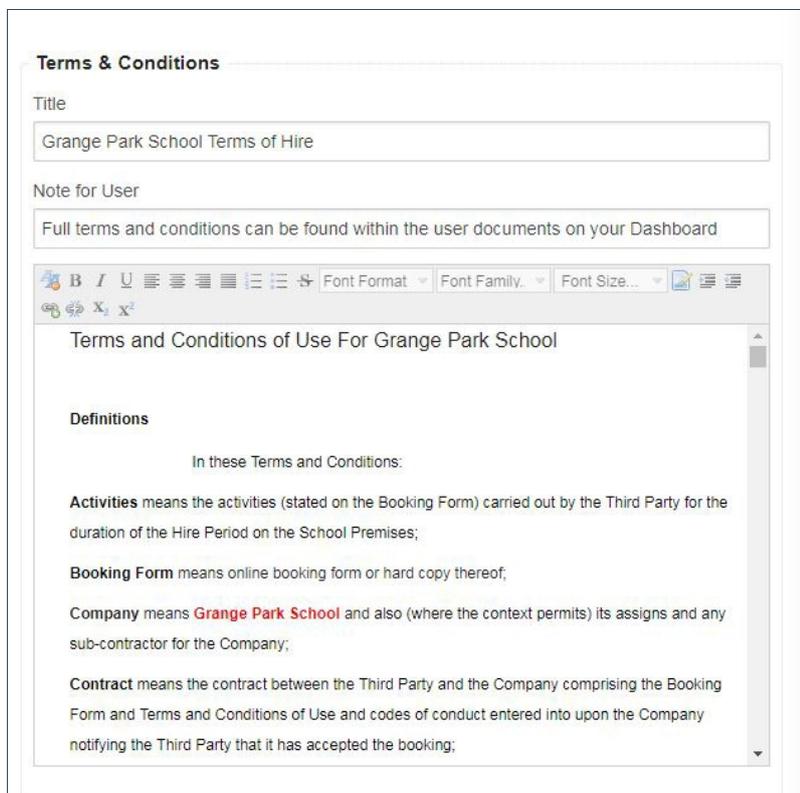
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**It's good practice to update your Terms & Conditions at least every 12 months. Once this is done, it's quick & easy to to revise it and have your hirers re-accept.**

Select the **[Manage]** tab and select **Edit Venue** . From here, click on **[Client Login]**. On the right hand side is a section for **Terms & Conditions**.

You can amend the body of the Terms and Conditions by using the scroll function on the right hand side to find the relevant text. Once you are happy with your amendments it may be worth typing at the bottom of the page when these were last updated. Please also ensure that all three text boxes (Title, Note for User and the body of text) remain populated in order to correctly display.

**Then click Save at the top of the page.**



The screenshot shows a web interface for editing Terms & Conditions. At the top, there is a section titled "Terms & Conditions". Below this, there are three text input fields: "Title" (containing "Grange Park School Terms of Hire"), "Note for User" (containing "Full terms and conditions can be found within the user documents on your Dashboard"), and a large text area for the main body of text. The text area contains the following content: "Terms and Conditions of Use For Grange Park School", "Definitions", "In these Terms and Conditions:", "Activities means the activities (stated on the Booking Form) carried out by the Third Party for the duration of the Hire Period on the School Premises;", "Booking Form means online booking form or hard copy thereof;", "Company means Grange Park School and also (where the context permits) its assigns and any sub-contractor for the Company;", and "Contract means the contract between the Third Party and the Company comprising the Booking Form and Terms and Conditions of Use and codes of conduct entered into upon the Company notifying the Third Party that it has accepted the booking;". A rich text editor toolbar is visible above the text area, with options for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Font Format, Font Family, and Font Size.

The Terms and Conditions above will display in the clients login area.

Please remember that **any** amendments to the form above will mean all clients are required to re-accept the new terms.

It is easy to see on the client account whether they have accepted the latest version.

## John James (Grange Park FC (WK))

ID: #15605

[Terms and conditions](#) not yet accepted.

- Terms and conditions previously accepted on 11/02/2016
- Terms and conditions previously accepted on 08/02/2016

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Watch our video tutorial:

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