

PENCIL FACTORY TOURS July 2019 – VISITOR INFORMATION AND DECLARATION

The Tour

Your tour will last approximately 45 minutes.

Safety of participants

There are no public toilet facilities during the tour. There is a toilet block on the grounds.

No large or heavy bags can be brought on the tour.

All children under the age of 16 must be accompanied on the tour by an adult.

There is no step free access on the tour. Access is by walking and staircase only. No heels or open toe shoes are allowed. Feet must be fully covered. Sturdy footwear is recommended.

The building is dusty and some areas, although accessible, may contain hazards.

There will be two members of KM staff guiding the group. You must stay with the group and not depart from it and you must follow the instructions KM staff. For your safety, some areas of the building are out of bounds. These are clearly defined.

Conditions of Entry

Admission to the tour is at your own risk.

KM shall have no liability whatsoever for any loss, damage or injury to person or property howsoever caused.

KM takes no responsibility for any damage, loss or theft to your personal belongings except due to KM's negligence.

You must observe all applicable laws, byelaws and health and safety requirements, policies and announcements relating to the tour as directed by KM members of staff.

If you do not follow directions given by KM members of staff or cause damage, nuisance or injury to others, KM at its absolute discretion may remove you from the tour.

You will be refused entry if you appear to be under the influence of alcohol or illegal substances.

Smoking is prohibited whilst on the tour. This includes e-cigarettes.

No food or drink is to be brought on the tour. Bottled water is permitted.