

Compass Sewing Terms of Business

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1. Purpose

These terms set out Compass Sewing's session rules, member conduct, personal responsibility, and liability. They make clear that members must participate safely, respectfully, and independently at all times, and that Compass Sewing does not provide supervision or instruction.

2. Session Rules

These guidelines help keep sessions safe, enjoyable, and welcoming for everyone.

2.1 Respectful Space

Members must maintain a warm, friendly environment. Disruptive behaviour, pressuring others, or negative comments about anyone's work are not permitted. A supportive, kind atmosphere is expected throughout every session.

2.2 Session Conduct & Behaviour Expectations

Compass Sewing may, at its discretion, ask a member to leave a session if their behaviour disrupts the group or affects the physical, emotional, or psychological safety of others.

Unacceptable behaviour includes, but is not limited to: bullying, harassment, intimidation, exclusion, racism, homophobia, transphobia, ableism, or any discriminatory behaviour towards LGBTQ+ people, disabled people, neurodiverse people, or those with invisible illnesses or disabilities.

Any behaviour that causes distress or discomfort to other members may result in immediate removal at Compass Sewing's discretion. Serious or repeated behaviour may result in suspension or cancellation of membership.

Compass Sewing is a relaxed, social environment. Political, divisive, or sensitive topics should be avoided to maintain a welcoming atmosphere for all members.

2.3 Project Suitability

Compass Sewing sessions are social sewing clubs, not teaching workshops. Members work independently on their own projects and are fully responsible for their own sewing, equipment use, and outcomes. Peer-to-peer help may occur informally, but Compass Sewing does not provide teaching, instruction, supervision, or project guidance.

2.4 Respect for Venue

Members must treat the venue with care, including all furniture, flooring, shared facilities, and any provided crockery, cutlery, or kitchen equipment (such as kettles, water boilers, or microwaves). Members must tidy their own area before leaving, return all items they personally moved (including tables and chairs) to where they were found, wash, dry, and put away any used crockery or cutlery, and place all rubbish in the venue's refuse bins.

These tidying requirements relate only to a member's own workspace and any items they personally use. General session setup or pack-down is optional and only undertaken by members who wish to help.

If a member causes damage to the venue or any of its property, Compass Sewing will pass on any repair or cleaning costs charged by the venue in full to the member responsible. If the member refuses to pay these costs, Compass Sewing reserves the right to permanently ban them from all future sessions.

2.5 Food & Drink

Members may help themselves to tea, coffee, and cake. Members may bring their own cold non-alcoholic drinks. Any cups, plates, or cutlery used must be washed, dried, and put back where they were found. All food and drink must be kept away from sewing machines, fabric, and irons at all times.

Compass Sewing occasionally provides cake as an optional refreshment. Members are responsible for managing their own dietary needs, allergies, and intolerances. Compass Sewing cannot guarantee an allergen-free or nut-free environment, and members should only consume refreshments if they are confident they are safe for them.

Alcohol is not permitted at Compass Sewing sessions. Members must not bring alcoholic drinks or consume alcohol while attending a session.

Members are responsible for cleaning up any spills or mess caused by their food or drink. Any repair or cleaning costs due to damage caused by food or drink will be charged in full to the member responsible.

2.6 Use of Equipment

Members are responsible for using sewing machines, irons, scissors, and tools safely and in accordance with the relevant manufacturer's instructions. Machines and irons must be turned off when not in use and must never be left unattended.

Members are responsible for ensuring their sewing machines and electrical accessories are in safe working order before attending.

Shared equipment must be handled with care and returned to its original place after use.

Members must follow any health and safety requirements in place at the venue when using equipment.

Compass Sewing does not permit borrowing or lending of sewing machines, overlockers, irons, or any electrical or powered equipment between members. Members are fully responsible for their own equipment and must only use items they personally own and have brought to the session. Borrowing of small notions (such as scissors, pins, seam rippers, chalk, tape measures, bobbins, or thread) is permitted and must be used safely.

Compass Sewing may provide shared equipment such as an iron; any shared equipment provided by Compass Sewing will be clearly identified at the session. Compass Sewing does not lend sewing machines or other powered equipment to members; members must bring their own sewing machine to each session.

2.7 Health & Safety

Members must follow all health and safety requirements in place at the venue. Members agree to follow basic safety guidance, including:

- keeping walkways clear
- using irons and sharp tools safely
- reporting any hazards to the session leader immediately
- ensuring sewing machines and irons are turned off when not in use and never left unattended.

2.8 Member-Owned Equipment

By booking a session, members confirm that any sewing machine, notions or tools they bring are safe, well maintained, and suitable for use. Compass Sewing does not inspect, test, or verify member-owned machines or tools. Any incidents, injuries, faults, or damage arising from a member's sewing machine or equipment are the sole responsibility of the member.

2.9 Personal Belongings

All personal items (including but not limited to sewing machines, fabric, notions, tools, clothing, and bags) remain the responsibility of the owner at all times during the session. Compass Sewing accepts no liability for loss, damage, or misuse of personal belongings.

2.10 Attendance Requirements (Adults Only)

Compass Sewing sessions are strictly for adults aged 18 and over. Only members who have booked online in advance may attend. Children, guests, and drop-ins cannot be accommodated. Members who arrive with children, guests, or anyone not booked onto the session will not be permitted to take part and will be asked to leave.

Members are responsible for managing their own booking. If they need to stay home to provide childcare or wish to bring another adult, they must amend their booking appropriately in advance. Turning up with an un-booked person will result in the member being refused entry to the session.

2.11 Session Timing

Please arrive on time and pack away promptly so the room can be reset for the next group. Late arrivals may join the session, but the end time will remain fixed, and no refunds or credits are given for any missed time. Members who choose to leave early will not receive refunds, credits, or transfers for unused time.

If a session needs to end early due to circumstances outside Compass Sewing's control (including venue issues or safety concerns), all bookings will be transferred to a future date.

2.12 Photography & Social Media

Photos of others' work or faces require permission. If members share photos online, they are encouraged to tag Compass Sewing. Compass Sewing may take and share photos from sessions on social media. By booking a session, members consent to their photo being taken and shared by Compass Sewing. Members who do not want their photo taken or shared must inform the session leader at the start of the session. Compass Sewing cannot control or monitor content posted by members on their personal accounts and accepts no responsibility for any photos, videos, reels, or other content shared online by other members.

3. Accidents & Injuries

Compass Sewing is not responsible for any accidents and/or injuries sustained during sessions, however caused. This includes, but is not limited to:

- contact with hot irons
- accidental cuts from tools
- trips or falls on venue property (including car parks and outdoor areas)
- strain or discomfort caused by sewing equipment or posture
- injuries arising from personal items, food, drink, or general use of venue facilities (including taps, kettles, and cutlery).

Members participate at their own risk and are responsible for behaving appropriately in line with Compass Sewing's Conduct & Behaviour expectations, and for using equipment safely in accordance with the Health & Safety policy at all times.

4. Damage or Loss to Materials or Equipment

Compass Sewing accepts no liability for damage to, loss of, or misuse of any personal items, sewing projects, fabrics and materials, notions, machines, tools, clothing, bags, or anything else brought to sessions. Members remain fully responsible for their own property at all times.

5. Vehicles & Parking

Compass Sewing is not responsible for any damage, theft, loss, or misuse involving vehicles, items left inside vehicles, or items being loaded into or unloaded from vehicles. All vehicles are parked entirely at the owner's risk, whether on venue property or nearby public areas.

6. General Liability & Responsibility

Compass Sewing provides a safe environment for independent sewing, but does not provide supervision or instruction. Members remain responsible for their own actions and behaviours, equipment use, and personal property at all times. Members agree to follow Compass Sewing's Health & Safety guidance at all times during sessions.

Compass Sewing is not responsible for the outcomes of any projects, techniques, tools, or materials used by members, including those influenced by conversations, recommendations, suggestions, demonstrations, or project ideas shared by Compass Sewing, session leaders, or other members. All creative decisions, project results, and outcomes remain the sole responsibility of the member.

Compass Sewing is not responsible for any purchases, spending, or financial decisions made by members during or after sessions, including those inspired by conversations, recommendations, suggestions, or project ideas shared by Compass Sewing, session leaders, or other members. All financial choices remain the sole responsibility of the member.

These Terms of Business form the agreement between Compass Sewing and its members.

7. Booking & Payments

7.1 Booking Process

All sessions must be booked online in advance. Spaces are limited and allocated on a first-come, first-served basis. Members are responsible for ensuring they book the correct date, time, and location. Compass Sewing cannot amend incorrect bookings on behalf of members.

Compass Sewing reserves the right to refuse a booking if necessary to protect the safety, wellbeing, or smooth running of sessions.

7.2 Payment

Payment is required at the time of booking. Bookings are not confirmed until payment has been received. If payment fails or is incomplete, the booking will not be held.

Compass Sewing does not accept cash or in-person payments. All payments must be made through the online booking system at the time of booking.

Any booking system or payment processing fees will be clearly displayed at checkout. These fees are set by the booking platform or payment provider and are payable by the member at the time of booking. Compass Sewing does not control or amend these fees.

7.3 Non-Transferable Bookings

Bookings are for the named attendee only and cannot be transferred, swapped, or shared with another person. Members may not book a space on behalf of someone else unless explicitly permitted by Compass Sewing.

Members who arrive with an un-booked person will be refused entry to the session.

7.4 No Walk-Ins

Walk-ins cannot be accommodated. Only pre-booked members may attend sessions. Members must ensure their booking is completed correctly before arriving.

7.5 Booking Errors & Amendments

Members are responsible for managing their own bookings. If a member books the wrong date or time, they must amend or cancel their booking through the online system in accordance with the Cancellation Policy (Section 8). Compass Sewing cannot override or manually adjust bookings.

7.6 Tickets and Resales

The ticket is proof of purchase and must be presented at admission. Tickets are non-transferable and valid for the named attendee only.

Tickets must not be duplicated or altered for the purpose of falsifying entry.

Tickets must not be resold above face value. Compass Sewing reserves the right to cancel any ticket that has been resold, transferred, or listed for resale in breach of these Terms of Business.

7.7 Duplicate or Multiple Bookings

If a member accidentally books multiple spaces, they must cancel the unwanted bookings through the online system in accordance with the Cancellation Policy (Section 8).

If a duplicate booking is only discovered after the session has taken place, the booking will be treated as attended and no refunds, credits, or transfers will be issued.

Duplicate bookings are the responsibility of the member, regardless of when they are noticed, and Compass Sewing cannot override or adjust duplicate bookings.

7.8 Compass Sewing Cancellations

If Compass Sewing needs to cancel a session due to venue issues, safety concerns, or unforeseen circumstances, members will be offered either a transfer to another date or a full refund.

8. Cancellation Policy

8.1 Member Cancellations

Members must cancel their booking through the online booking system at least 24 hours before the session start time. Cancellations made within 24 hours will not receive a refund or credit, regardless of reason.

Cancellations cannot be made by Compass Sewing on behalf of members. All cancellations must be completed by the member through the online system.

Cancellations made after the session has started, or after the session has taken place, will be treated as late cancellations and will not receive a refund, credit, or transfer. Failure to attend a booked session counts as a late cancellation.

8.2 Compass Sewing Cancellations & Format Changes

If Compass Sewing needs to cancel a session, members will be offered either:

- a transfer to future date, or
- a full refund for the cancelled session.

Compass Sewing may modify session format or delivery where necessary, including moving a session online, changing venue, or adjusting session timing. No refunds or credits will be issued for format changes made by Compass Sewing.

If Compass Sewing reduces session capacity and a member's booking cannot be accommodated as a result, that booking will be treated as cancelled by Compass Sewing. The affected member will be offered either a transfer to another date or a full refund.

Compass Sewing reserves the right to cancel a session if bookings are exceptionally low. In this situation, all affected members will be offered either a transfer to another date or a full refund.

Compass Sewing will notify members of cancellations or format changes through the booking system. Members are responsible for checking their email and booking notifications.

8.3 Venue Cancellations

If a venue cancels, restricts access, or is unable to host a session due to circumstances outside Compass Sewing's control (including building issues, staffing shortages, safety concerns, or emergency closure), all affected bookings will be offered either:

- a transfer to future date, or
- a full refund for the cancelled session.

Compass Sewing will notify members of venue cancellations through the booking system. Members are responsible for checking their email and booking notifications.

Venue-initiated changes to room layout, room allocation, or other format adjustments do not constitute a cancellation. Sessions will continue as planned, and no refunds or credits will be issued for venue-related format changes.

8.4 Late Arrivals

No refunds, credits, or transfers are given for missed time due to late arrival, regardless of reason. The session end time remains fixed, and additional time cannot be added or carried over.

Late arrival is the responsibility of the member. Compass Sewing cannot adjust, amend, or transfer bookings due to late arrival.

8.5 No-Shows

Failure to attend a session, or failure to cancel the booking ahead of the session in accordance with the Cancellation Policy, will result in the booking being treated as a late cancellation. No refunds, credits, or transfers will be issued, regardless of reason.

Compass Sewing cannot override or adjust no-show bookings. Failure to attend does not entitle the member to a refund, credit, or transfer.

8.6 Completed Sessions

No refunds, credits, or transfers are given for completed sessions, regardless of attendance, experience, personal circumstances, or outcomes. This includes partial attendance, early departure, dissatisfaction with the session, or not completing a project.

Once a session has taken place, all payments are final. Compass Sewing cannot override or adjust completed session bookings.

8.7 Public Health Restrictions & Lockdowns

If Compass Sewing is required to close, limit attendance, or modify sessions due to government guidance, public health restrictions, or lockdowns, all affected bookings will be transferred to a future date. Compass Sewing may offer alternative session formats (such as online social sewing) at its discretion. No refunds or credits will be issued for sessions disrupted by public health measures outside Compass Sewing's control, including any changes to session format.

8.8 Illness & Emergencies

Cancellations due to illness, emergencies, or unexpected personal circumstances must still be made through the online booking system at least 24 hours before the session start time.

Cancellations made within 24 hours will not receive a refund, credit, or transfer, regardless of reason.

Members who are unwell, unable to attend, or dealing with an emergency on the day of the session will be treated as late cancellations or no-shows. No refunds, credits, or transfers will be issued.

Compass Sewing cannot override or adjust bookings due to illness, emergencies, or personal circumstances.

9. Privacy & Data

Compass Sewing processes personal data in line with its Privacy Policy. Members agree to this when booking and are responsible for reviewing the Privacy Policy before completing their booking. Compass Sewing only collects information necessary for running sessions and managing bookings, as outlined in the Privacy Policy.

10. Accessibility

Compass Sewing aims to make sessions welcoming and accessible for all adults. Venue accessibility information will be published once a venue is confirmed, including step-free access, entrance layout, accessible toilets, parking and drop-off options, public transport links, lift access (if applicable), room layout, seating options, and any known limitations. This helps members decide whether the space meets their needs before booking.

Members with specific accessibility needs are welcome to request adjustments. Compass Sewing may be able to provide additional space, adjust table layouts, offer seating with backs, or place members in an area that feels comfortable. While Compass Sewing cannot control noise levels or shared-building activity, members are welcome to bring ear defenders or any personal comfort items.

Mobility aids, wheelchairs, and personal support items are welcome. If additional space is required, members should let Compass Sewing know so room layout can be planned accordingly.

Members are responsible for lifting and carrying their own sewing machines and equipment safely. Compass Sewing cannot lift or carry sewing machines or equipment for members, including loading or unloading vehicles. Members are responsible for setting up their own equipment safely within the room.

Compass Sewing does not provide teaching, demonstrations, or step-by-step instruction. Sessions are self-led, social sewing time. At the start of each session, essential information will be highlighted, including fire exits, assembly points, tea point/kitchen location, iron and cutting table locations, toilets, and general room layout. Members who prefer information verbally or in writing may request this ahead of the session.

11. Safeguarding

Compass Sewing operates strictly 18+ pre-booked sewing sessions. We do not work with children, young people, or vulnerable adults, and we do not provide regulated activities or care-based services.

Because Compass Sewing does not engage with vulnerable groups or regulated activity, formal safeguarding checks (including DBS) are not required. A general duty of care is maintained by ensuring a safe, well-managed environment, appropriate equipment use, clear conduct expectations, and venue/activity risk assessments.

All members are expected to behave respectfully, follow safety guidance, and report any concerns about the environment or conduct within sessions. Concerns raised will be addressed promptly and proportionately. Concerns outside Compass Sewing's scope (e.g., relating to vulnerable individuals) will be signposted to appropriate external services such as the NSPCC, Local Authority safeguarding teams, or emergency services.

This safeguarding position will be reviewed annually or if Compass Sewing expands into activities involving mixed-age or vulnerable groups.

12. Agreement to Terms

By booking a session, members agree to these Terms of Business and the relevant Compass Sewing policies, including the Privacy Policy.

13. Contact Information

If you have questions about this policy, you can contact Compass Sewing at:
compasssewingclub@gmail.com

Document Control

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Version 1.2	14/09/2026	Melanie Valentine	Business Owner