Conditions

Definition of ‘Organiser’

Throughout these conditions the term ‘Organiser’ refers to the Organiser/Organisation being placed on the body making the booking and not on the individual employee or agent.

Procedure for booking conferences:

The initial confirmation should include the following information in writing from the responsible organisation:

(a) Name of organisation financially responsible
(b) Title of the conference/seminar
(c) Period of the conference
(d) Time of arrival with first meal required
(e) Time of departure with last meal required
(f) Conference/meeting room requirements
(g) Equipment requirements
(h) As accurate an estimate as possible of the number attending

1. Liability

The University does not accept responsibility for the loss of or damage to property brought on to University premises. The organiser agrees to indemnify and to keep the University indemnified against all liabilities, loss, damage, expense, cost and claims by any person in respect of injury or loss or damage to property howsoever cause during the use of University premises.

2. Reparation

The organiser will be responsible to the University for making good to the satisfaction of the University any damage done to University premises, furniture, or other property consequent upon the use of University premises by persons attending such conferences, courses or events.

3. Insurance

The organiser must arrange and maintain insurance against their obligation under conditions 1 and 2 for a minimum of £2m per occurrence. Notwithstanding, the University shall have the right, if they so decide to insist that such insurance shall be arranged with an insurer acceptable to the University; such acceptance not to be unreasonably withheld. The organiser shall provide to the University upon request evidence that such insurance is in force. This condition in no way limits or affects the organisers liabilities under conditions 1 and 2.

4. Finance

4.1. Deposit

A non-refundable deposit of £10 per head (subject to VAT where applicable) is payable 12 months in advance of the date of arrival, or immediately if the booking is made within 12-6 months of that date.

4.2. Staged Payment

A further staged payment of 50% of the total expected conference value is required 3 months to six weeks before the event.

4.3. Final payment

Final payment of the outstanding balance of the account is to be paid within 15 days of invoice.

4.4. Price Changes

The University reserves the right to alter any or all of the charges quoted, but will not do so within the 3 months before the date of arrival. Changes in the level of VAT will take immediate effect.

4.5. Penalties

1. Residential Bookings

The University will impose a charge if a residential booking is cancelled, facilities are cancelled, or the number of persons booked is reduced as follows:

a. Up to 12 months before the date of arrival – no penalty.

b. Up to 6 months of the date of arrival – the per capita deposit for the number of places reserved or reduced.

c. Within a period of 3 to 6 months before the date of arrival - £6 per head, per night, for the number of places reserved (or reduced) for the period of the reservation (This is in addition to any deposit forfeit specified in 4.5 1 b)

d. Within 3 months of the date of arrival – full board rates for the period of the reservation. When this penalty is imposed, the penalties listed in 4.5 1 b and 4.5 1 c do not apply

e. The hire charge for meeting rooms / exhibition space cancelled less than 3 months before the date of arrival will stand.
2. Non-Residential Bookings

The University will impose a charge if a non-residential booking is cancelled, facilities are cancelled or the number of persons booked is reduced, as follows:

a. Up to 6 months before the date of arrival – no penalty
b. Within 6 months of the date of arrival – the deposit is forfeit in full if the event is cancelled and pro-rata if the numbers are reduced.
c. In addition to 4.3.2.b the University reserves the right to impose a charge for catering services, if the booking is cancelled or significantly reduced, within the two weeks of the event.

4.6. VAT

If courses or conferences are deemed to be exempt from VAT and are subsequently challenged by Customs and excise and found to be in error; then the University reserves the right to recover from the client any additional VAT charge which may become due.

5. Failure to vacate the premises

Failure to vacate all or part of the University premises by the date and time specified in the booking will render the organisation liable to a financial penalty equivalent to at least the daily hire rate for the room or areas occupied. The University reserves the right to impose an additional surcharge should the failure to vacate cause significant difficulties either to University staff or other users of its premises. The term ‘failure to vacate’ includes the leaving of goods, equipment, packages, vehicles etc on any part of the University’s premises without prior agreement.

6. Fire regulations

6.1. The maximum number of people allowed in individual lecture theatres, halls, teaching rooms etc is decided by the University, in consultation with the Fire Officer; and must not be exceeded. Exits are to be kept clear at all times.

6.2. The Organiser must draw the attention of conference members to the need to become acquainted with the fire emergency procedure. Details are shown on University notice boards in college, and are displayed in study bedrooms.

7. Emergency Procedures

Visitors are required to familiarise themselves with the University’s Emergency Procedures, which are displayed in each bedroom and in the main entrances to each building.

8. Freedom of Speech

The organiser must accept responsibility that the conference/meeting is conducted in accordance with the principle of freedom of speech within the law and that all reasonable practicable steps will be taken to ensure the safety of any visiting speaker and his or her unimpeded passage to and from the conference/meeting.

9. Catering Notes

9.1. Requests for catering services in connection with a booking should be made to the Conference Office who will be responsible for passing these to the Catering Officer.

9.2. Permission cannot be given for outside catering contractors to use University premises.

9.3. The Organiser is not permitted to supply their own food or drink for consumption on University premises.

9.4. Areas within the University are licensed for the sale of alcohol. An extension beyond the normal licensing hours can be arranged through the Conference Office. Occasional licenses may be applied to cover unlicensed areas.

9.5. The University reserves the right to make alternative arrangements when it would be impractical to provide catering or accommodation in a college for small numbers.

10. General

10.1. The organiser is required to comply with any reasonable request from a member of the University staff concerning use of premises and facilities.

10.2. University premises must not be used for commercial advertising premises.

10.3. The University reserves the right to advise any media organisation of this event. Objection must be made in writing to the Commercial Director; receipt will be acknowledged and no approach to media will be made.

Acceptance of a booking at the University implies acceptance of the above conditions.