

## **Conference Terms and Conditions**

### **Booking**

A client may make a provisional booking with the College by telephone, but the Client must confirm the provisional booking in writing by completing and returning the Booking Form to the College within one month.

If, during that month, an alternative enquiry is made for the same period, the client will be given 48 hrs in which to confirm the provisional booking. The College will then confirm its acceptance of the provisional booking or otherwise to the Client. The College reserves the right to decline any provisional booking or part thereof.

A £10.00 per delegate deposit must be paid at the time of completing and returning the Booking Form.

### **Details of Delegate Numbers and Programme**

The Client must inform the College promptly, in writing, should there be any fluctuation in delegate numbers.

The Client must submit a full programme/itinerary detailing all requirements to the College 10 working days prior to the start of the conference. At the same time the client must provide in writing final delegate numbers to the College, together with a complete alphabetical list of delegates, stating any special needs and/or dietary requirements. The final invoice will be based on the numbers submitted by the Client at this stage, or on actual numbers attending the conference, whichever is the greater figure.

### **Charges and Payment**

The College will provide the Facilities to the Client at the College's charges, current at the time of the Conference. It is the Client's responsibility to ensure that it has the most current price list.

Unless expressly stated otherwise, all prices exclude VAT and the Client must pay VAT in addition to all other applicable fees. If the Client is exempt from payment of VAT then it must submit a letter confirming the exemption as soon as possible but no later than 30 days prior to the start of the conference.

A service charge of 10% is included within the charges.

After the conference, the College will invoice the Client promptly for the total due.

The Client must pay the College's invoice within 30 days of the date of the invoice. Overdue accounts may be subject to 2.5% interest per month on the outstanding balance.

The College regrets it cannot provide individual bills for delegates of the conference.

## **Cancellation/Variation in Numbers Charges**

Any cancellation, postponement or partial cancellation, variation in numbers of more than 20% of the original booking should initially be advised verbally to the College and subsequently confirmed in writing. Cancellation fees are as follows:

12 – 6 months	Loss of deposit
6 – 3 months	25% of the daily inclusive charge per delegate
3 months- 3 weeks prior	50% of the daily inclusive charge
2 weeks prior	100% of the daily charge

## **Variation by the College**

The College reserves the right; with or without notice to the Client, to make any reasonable alterations to the Facilities (including altering accommodation, catering arrangements or conference rooms). The College will use its reasonable endeavours to provide alternative facilities which meet the requirements of the Client and are of at least equivalent value to those substituted.

If the alternative facilities provided by the College are of lower value, then the College will make an appropriate reduction in the price charged. However, the College will not otherwise be liable to the Client in respect of such variation by the College nor will the Client be entitled to cancel the Booking.

## **Force Majeure**

The College accepts bookings on the understanding that if it cannot meet its obligations because of circumstances beyond its control, the College will not be held liable for loss suffered either by the body making the booking or by a third party.

## **Use of Facilities**

The Client shall not:

- a) Use the facilities other than for the purpose specified in the contract.
- b) Sublet, or transfer, the whole or part of the facilities.
- c) Be entitled to use the facilities outside the hire period specified in the Contract without the College's consent.
- d) Use external caterers without the College's consent.
- e) Use electrical equipment in the facilities without the College's consent and smoke or permit others to smoke in any internal areas of the College.

## **Conduct**

The Client shall be responsible for the efficient supervision of the facilities and the preservation of order. The Client shall be responsible for the orderly and safe admittance and departure of persons to and from the facilities, and adherence of the Client's guests to the College's health and safety policies and site rules.

The College reserves the right to enter the facilities at any time.  
The College reserves the right to refuse entry or eject unruly guests.

### **Insurance and Indemnities**

The College's insurance covers public liability claims where the College is held liable. Conference organisers are advised to obtain insurance cover in respect of any claims for which they might be held responsible, including loss or damage to property or equipment belonging to Christ's College or brought to the premises by or on behalf of any person. The organisation making the booking shall indemnify against loss, damage or injury in relation to any College property or College staff, caused by those attending the conference.

### **Licensing**

The College is obliged to comply with certain licensing and statutory regulations and the client must ensure compliance.

### **Animals and Pets**

None are allowed in the College grounds except guide dogs.

### **Publicity**

The Client may not use the College's name, logo or photography of the College without the College's prior permission.

### **Children**

The College regrets it cannot accept children under the age of 16 years.

### **Walking on the Grass**

Walking on the grass is not permitted in First, Second or Third Courts of the College. Clients and visitors are permitted to walk on the grass in the Fellows' garden.

### **Can we have a Choice of Menu for Special Dinners or Banquets?**

No, we regret we cannot offer a choice of menu. You are requested to choose one starter, one fish course (if applicable), one main course, one sweet from our choice of menus. Vegetarian choices are also available. All menus are found under the catering section.

### **Return of Keys**

Room keys must be returned to the Porters' Lodge by 10.00am on the day of departure. A charge of £15.00 will be made for each late return or loss of a key.

### **Smoke- Free Policy**

Smoking is prohibited in all buildings throughout College.  
Smoking outside of buildings is permitted.