

## TERMS AND CONDITIONS OF HIRE

- 1) The Hirer shall be responsible and liable in respect of any loss or damage caused to the premises by or on behalf of the Hirer or persons authorised by the Hirer to visit the premises during the period of hire. The Hirer shall therefore indemnify the University against any loss or damage to the premises and the Hirer shall ensure that they hold adequate insurance cover. Any such damage will be charged on the final invoice.
- 2) Whilst the University holds public liability insurance, the hirer should also have appropriate liability insurance to cover any acts of negligence for which they could be liable. Written confirmation of insurance cover must be provided to the University if requested.
- 3) The University accepts bookings subject to the terms of the Education Act 1986.
- 4) The Hirer will provide details of speakers and subject matter to the University prior to their period of hire if requested. In accordance with the Education Act 1982 and the 'Prevent' Statutory Guidance under s29 of the Counter-Terrorism and Security Act 2015, the University reserves the right to impose conditions or cancel the booking.
- 5) Bookings by religious groups may be referred to the University Chaplain prior to being approved.
- 6) The University will not accept any responsibility or liability in respect of loss or damage to equipment, vehicles or personal effects belonging to customers or their delegates during the period of hire.
- 7) The University will not accept responsibility or liability in instances where a videoconference is unable to take place due to a technical failure.
- 8) The Hirer shall not imply any academic association with the University unless specifically agreed in writing in advance by the University.
- 9) University premises can only be hired and used by persons of 18 years of age or above. In exceptional circumstances the University, at its sole discretion, may allow the premises to be used by groups including persons under 18 years of age. The Hirer shall in such circumstances undertake a full risk assessment and provide a copy to the University in advance of the event. The University reserves the right to request any further information which it deems appropriate.
- 10) Certain premises (i.e. Bars/Refectories) are licensed for the supply of intoxicating liquor subject to the provisions of the Licensing Act 2003. The University reserves the right to charge the Hirer corkage for liquor brought onto the premises for "on consumption" by persons within their care. Hirers are responsible for ensuring that no persons under 18 consume alcohol at their events.
- 11) The University reserves the right to prohibit the consumption of alcohol entirely.
- 12) Candles and open flames are not permitted.
- 13) The University operates a no smoking policy. Smoking is only permitted in designated smoking areas.
- 14) The University reserves the right, without liability or penalty, to amend or cancel a booking in exceptional circumstances.
- 15) All food and beverage should be ordered from the University catering team. Externally purchased food or beverage may not be brought onto the premises for consumption, unless prior written consent has been given by the University.
- 16) Bookings requiring catering must be confirmed at least 10 days prior to the period of hire.
- 17) All electrical plant and audio-visual equipment brought onto the premises shall comply with the appropriate regulations and safety standards. Portable electrical equipment must have been tested by a qualified engineer during the previous twelve months. The University reserves the right to inspect equipment being brought onto the premises.
- 18) Items may not be affixed to walls, ceilings or floors by use of nails, screws, drawing pins, tape or by other means, without the written approval of the premises management.
- 19) Payment terms will be agreed with the Hirer on booking. Invoices shall be settled within 30 days. The University reserves the right to cancel the booking if the Hirer fails to make payment as agreed.
- 20) The Hirer shall not sub-licence any hired rooms or spaces to other parties without the written consent of the University.
- 21) Animals, with the exception of guide dogs, are not permitted within the premises.
- 22) Furniture and equipment shall not be removed from University premises.
- 23) The Hirer is responsible for keeping good order during the period of hire. The University reserves the right to cut short or terminate bookings in the event of disturbances.
- 24) Should the Hirer wish to use live or recorded music on University premises during the period of hire, the Hirer shall be responsible for ensuring they have appropriate music licences.
- 25) Acceptance of the University's services will imply acceptance of the written Terms and Conditions of Hire and Cancellation Charges.
- 26) The Hirer is required to specify at the time of booking any requirements for customers or delegates with special needs e.g. wheelchair access or sight and sound facilities. The premises comply with current legal requirements and equality legislation. The University will make every effort to meet requirements however it may not be possible for the University to accommodate particular needs without advance notice.
- 27) Due to their impact on the environment, the University does not permit balloons on campus.

## CANCELLATION CHARGES

A booking is confirmed once the Hirer has signed the Hire Agreement. In the unlikely event of total or partial cancellation, a fee is payable to the University as follows:

- 10% of Room Hire Total for cancellation prior to 12 weeks before the date of commencement
- 20% of Room Hire Total for cancellation within the period 12 weeks to 14 days before the date of commencement
- 50% of Room Hire Total and 100% Catering Total if cancelled within the period 14 days to 5 days before the date of commencement
- 100% of Net Total if cancelled within 5 days of the date of commencement, or for non-attendance without notification