



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

# Conference Booking Terms & Conditions

# Booking Terms & Conditions

## CONFERENCES

### Objectives of Terms and Conditions

It is important for you to understand clearly when you make a booking with us, who is responsible for what.

These terms and conditions set out which responsibility lies with whom and apply to the contract to the exclusion of any other terms that you seek to impose or incorporate or which are implied by trade custom practice or course of dealing.

This contract is between us and you and not any other person or organisation for whom you may book rooms, meals and facilities. You acquire responsibility for paying all charges, including any extra charges arising under this contract.

### Definition

"The College", "we", "our" or "us" means St John's College and St John's College Enterprises Ltd, Cambridge, CB2 1TP. "The clients", "you" and "your" means the organising body/company and organiser responsible for the communications of and payment for the event.

The "contract" means the agreement between the College and the client for a specific booking or service of booking in accordance with these terms and conditions will form part of the contract and any other terms stated in the contract.

The "booking form" means our booking form for rooms, meals and facilities (the "event").

A reference to "writing" includes e-mail unless otherwise stated.

### Section 1

#### Confirmation of your Booking

- 1.1 We will confirm your booking on the basis of these terms and conditions and a booking form to be signed by you and by us.
- 1.2 The booking form will state the accommodation, meals and other facilities that have been agreed between you and us, including the number of guests that you have booked and will include a clear statement of any other arrangements that have been agreed between you and us.
- 1.3 You must sign the booking form and return it to us within 7 days of the date shown on the booking form. If we do not receive the signed contract within this period, we reserve the right to cancel your provisional booking and re-sell the space and facilities held.
- 1.4 You must provide us with the full trading name of the client and details of who is to be billed for the service required to: catering@joh.cam.ac.uk.
2. Reductions and other Amendments by you
  - 2.1 Amendments to numbers and/or arrangements detailed in the booking form must be confirmed to us in writing.
  - 2.2 Any reductions in the duration or contracted value of the booking shall be subject to our cancellation policy.
  - 2.3 Final numbers must be stated a minimum of 72 working hours before the event. These will be the minimum numbers for which you will be charged.

### 3. Your rights

- 3.1 We shall allow you to host the event subject to you paying the amounts stated on the booking form.
- 3.2 You are authorised to enter the College for your event subject to you complying with any regulations we make regarding the use of the College.

### Cancellation by You

- 4.1 In the unfortunate circumstances that you have to cancel or postpone your conference booking at any time prior to the event, the appropriate listed cancellation charges will apply.
- 4.2 Notice of any cancellation, postponement or partial cancellation should be advised by you to the Catering and Conference Office at the College in writing, at the earliest opportunity.

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### Amendments or Cancellation by Us

- 5.1 Should we for reasons beyond our control need to make any amendments to your booking we reserve the right to offer alternative facilities at our discretion.
- 5.2 Our acceptance of your booking is on the understanding that circumstances beyond our control may prevent us from meeting our obligations at the relevant time in which case we will not be liable for any loss suffered by you or any third party.
- 5.3 Notwithstanding the above we may cancel the booking without notice if:
  - a. the booking might in our opinion prejudice our reputation;
  - b. you are more than 30 days in arrears of payment for a previous event held at the College;
  - c. we become aware of any significant risk to your financial position.

### 6. Advertising and Publicity

- 6.1 You must ensure that any publicity material used in connection with the event is in no way connected with us and that your use is in no way endorsed by us and only named so visitors can identify it. For the avoidance of doubt this extends to using the branch name of St John's College and or the University of Cambridge and extends to the use of images of Cambridge buildings.

### 7. Arrival/Departure

- 7.1 The bedroom accommodation is available from 14:00pm on the day of arrival and must be vacated and keys returned by 09:30am on the day of departure, unless specific alternative arrangements have been agreed. Any extensions may incur additional charges.
- 7.2 The meeting rooms are available from the time shown on your booking form. Any extensions may incur additional charges.
- 7.3 Room keys/cards must be returned to the designated departure venue on your day of departure. A charge of £20 per key/card will be made and added to the final invoice if the keycard is not returned by 09:30am.

### 8. Charges and Payments

- 8.1 Payment of accounts is due 30 days following the date of invoice. Payment must be made in pounds sterling (UK).
- 8.2 In the event of payments becoming overdue, interest at 5% above the base rate at the time of when payment becomes due from the date the payment falls due, will be added to your account for each month that the account remains unpaid.
- 8.3 Due accounts are subject to VAT at the current rate unless your organisation is exempt and has completed the appropriate form.
- 8.4 If payment is made by credit card, charges of an additional 3% will apply.
- 8.5 Deposits may be chargeable and will be invoiced following confirmation of your booking, and will be charged at a rate of £50 per person and will be charged on a booking by booking basis.
- 8.6 If you pay by a method by which we incur bank charges you will reimburse us any bank charges.
- 8.7 If payment is made by an International Debit card then an additional 2.25% charge of the amount payable will apply on top of the amount payable (or an amount as otherwise determined by us if it is reasonable in our view to increase the percentage).

### 9. Licensing

- 9.1 All bar and catering activity must be booked with and provided by us. Alcohol must not be brought onto the premises unless with prior agreement and subject to paying our current corkage charge. There are restrictions on eating and drinking in certain areas.
- 9.2 You shall confirm all catering orders at least 7 days prior to the start of the event.
- 9.3 You shall comply with all reasonable requests made in relation to our premises licence.
- 9.4 We do not have the facility to provide an evening venue with a DJ/music.

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### 10. Insurance

- 10.1 We will not accept any responsibility for the loss or damage to any of your (or your contractors) property including any film, video or audio visual material or vehicles.
- 10.3 You will arrange adequate insurance to ensure that all risks are covered, including but not limited to damage to equipment, damage to the venue, third party injury and third party damage with a minimum sum insured based on the anticipated payments to use. We reserve the right to request to see a copy of the relevant policy.
- 10.4 If any insurance money is irrecoverable because of any act by you or any person in the premises with your express or implied authority you shall reinstate the premises at your expense to our reasonable satisfaction.

### 11. Access

- 11.1 Access times for unloading, loading and parking of vehicles during the event must be agreed with us at least two weeks prior to the date of the event.
- 11.2 The wording set out on the sign attached to these terms and conditions must be announced in the event of an emergency.

### 12. General

- 12.1 Our acceptance of a booking is made solely with you and the booking may not be transferred to an agent or third party without our written agreement.
- 12.2 We reserve the right to approve any externally arranged entertainment service or activities that you have planned and cannot accept liability for any resultant cost. Our terms and conditions for external contractors at Section 2 may be relevant for such arrangements. You must inform us of any plans and we will provide you with the document which sets out the requirements which must be met.
- 12.3 We calculate our charges on the basis that we will provide all food and drinks that you and your party need. Your party must not bring food or drink onto our premises. Breach of this will result in you being charged a corkage fee.
- 12.4 Under no circumstances will we accept any responsibility for the loss or damage to any property including but not limited to any film, video or audio visual material or to vehicles left on the Playing Fields or other College parking areas.
- 12.5 You must reimburse to us the cost of repairs of any damage to our property, contents or grounds caused by any of your guests. This may include specialist cleaning.
- 12.6 Smoking is prohibited in all College buildings.
- 12.7 **All names of keynote speakers are to be sent through to the catering office with the booking information.**
- 12.8 Items that you need delivered - If you need to deliver equipment or materials to the College, please let us know that it is coming and when and ensure that it is clearly labelled with the contact name, what event it is for and your company name.
- 12.9 No animals of any kind, other than assistance dogs are allowed on our premises.
- 12.10 At the end of the licence period (however determined) you will return the premises to us in good condition and to remove from the premises all moveable possessions belonging to or used by you.
- 12.11 You permit us to remove or dispose as we wish of any moveable possessions left in the premises at the end of the booking period at your cost and you will indemnify us for any costs incurred.
- 12.12 We may terminate your booking immediately by serving written notice and you must immediately remove any of your possessions from the premises but without prejudice to any right or remedy of us in respect of any previous breach of your covenants and/or obligations in this agreement if: any fee is unpaid if no payment is received by date payable; you breach any of these terms and conditions.
- 12.13 You shall not damage the space and/or premises that you use and you will report any damage caused to us as soon as possible.
- 12.14 You shall not use the space or any other part of the College for any illegal purpose or in such a manner as to bring us or the premises into disrepute and in particular not to commit a criminal offence in or in the vicinity of the College.

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- 12.15 You shall not bring any dangerous combustible explosive or illegal substances or any times prohibited by our premises licence into the premises or use candles oil burners or heaters in the premises.
- 12.16 We and you agree that no person who is not a party to this agreement is to have the benefit of or be capable of enforcing any term of this agreement as a result of the Contracts (Rights of Third Parties) Act 1999.
- 12.17 Your contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and you irrevocably submit to the exclusive jurisdiction of the English Courts.
- 12.18 We cannot be held responsible for any cancellation or any associated losses resulting from Acts of God Acts of Government employment or student disputes or any other circumstances beyond our reasonable control ("force majeure") necessitating the closure of our premises.
- 12.19 In the event of any force majeure cancellation as referred to above we shall use reasonable endeavours to give you notice of such cancellation. If the hiring is cancelled as a result of force majeure we shall refund any reasonable fees paid in advance by you but shall otherwise have no liability to you.
- 12.20 Any descriptive matter or advertising issued by us and any descriptions or illustrations contained in our catalogues or brochures or published for the sole purpose of giving an approximate idea of the facilities described in them and shall not form part of the contract or have any contractual force.
- 12.21 You must notify us in advance if your event contains a political or religious theme. A supplementary form must be completed and permission to hold the event authorised by us. Any changes must be notified to us in writing and we reserve the right to re-evaluate our position.

## Section 2 – Outside Organisers

### 13. Who does this affect?

- 13.1 The following terms and conditions apply to any outside organisers (for example, a production company, AV company) contracted by a client (you) at St John's College (we or us). You will be responsible for the actions of any contractor and you will be required to agree to the following terms and conditions on behalf of your contractor:
- 13.2 In the event that the outside organiser has been contracted by St John's College directly the contractor will be responsible for its own actions and will be required to agree to the following terms and conditions.
- 13.3 In either case, failure to agree prior to the event all the relevant points listed below may result in the College exercising its right to cancel the event or that part which is not agreed.

### 14. Event equipment

- 14.1 The erecting process or supply of any element of other equipment in the reserved room(s) may not proceed without our written agreement. This includes placing items on walls. You must submit your written proposal to us prior to making any irrevocable decisions. We will confirm to you in writing those parts of your proposal to which we agree.

### 15. Power Supply

- 15.1 The supply of power in excess of that available as standard in the room/marquee must be discussed and agreed with the College in advance of the event. Please include any excess power requirements in the same written proposal as submitted under clause 1 of Event Equipment.
- 15.2 We cannot accept liability for the safety or efficiency of any electrical appliances brought onto our premises. You will be responsible for any damage however caused resulting from the use of any equipment or display apparatus used in the College by you or by your contractor.

## 16. Emergency Procedures

- 16.1 Fire escape signage and fire fighting apparatus must not be tampered with or covered in any way.
- 16.2 Access to emergency exits must be kept clear at all times. Blocking of doorways or exits with equipment or tables is prohibited.
- 16.3 In the event of an emergency, an alarm bell will sound continuously. During a meal, a member of the College staff will instruct guests to evacuate the room using the emergency exits which are indicated by the green running man signs. During other activities an announcement of the route to evacuate using the emergency exits must be made by the event organiser.
- 16.4 The fire assembly areas are highlighted by signage in each specific building. Further instructions will be issued by the Duty Porter.
- 16.5 Procedures for evacuation are displayed in the room and you should familiarise yourself and your party with the emergency exits.

## 17.5 Dry Ice

- 17.1 The use of dry ice and/or smoke machines is not permitted in any areas of the College as these will activate the College fire alarm system.

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### Terms and Conditions for External Contractors

Announcement to be made in the event of an emergency. (See attached sign)

#### Who does this affect?

The following terms and conditions apply to any outside organisers (for example, a production company, AV company) contracted by a client (you) at St John's College (we or us). You will be responsible for the actions of your contractor and you will be required to agree to the following terms and conditions on behalf of your contractor:

In the event that the outside organiser has been contracted by St John's College directly, the contractor (you) will be responsible for your own actions and you will be required to agree the following terms and conditions.

In either case, failure to agree prior to the event all the relevant points listed below may result in the College exercising its right to cancel the event or that part which is not agreed.

1. The erecting process or supply of any element of other equipment in the reserved room(s) may not proceed without our written agreement, this includes placing items on walls. You must submit your written proposal to us prior to making any irrevocable decisions. We will confirm to you in writing those parts of your proposal to which we agree.

#### Power Supply

1. The supply of power in excess of that available as standard in the room/marquee, must be discussed and agreed with the College in advance of the event. Please include any excess power requirements in the same written proposal.
2. Under "Electricity and Work" regulations, we cannot accept liability for the safety or efficiency of any electrical appliances brought onto our premises. Furthermore, you will be responsible for any damage, however caused, resulting from the use of any equipment or display apparatus used in the College by you or by your contractor:

#### Emergency Procedures

1. Fire escape signage and fire fighting apparatus must not be tampered with or covered in any way.
2. Access to emergency exits must be kept clear at all times. Blocking of doorways or exits with equipment or tables is prohibited.
3. In the event of an emergency, an alarm bell will sound continuously. During a meal, a member of the College staff will instruct guests to evacuate the room using the emergency exits which are indicated by the green running man signs. During other activities an announcement of the route to evacuate using the emergency exits must be made by the event organiser.
4. The assembly areas are highlighted in each specific building. The Duty Porter will issue further instructions.
5. Procedures for evacuation are displayed in the room and you should familiarise yourselves with the emergency exits.

#### Dry Ice

1. The use of dry ice and/or smoke machines is not permitted in any areas of the College as these will activate the College fire alarm system.

#### General

1. Our acceptance of a booking is made solely with you and the booking may not be transferred to an agent or third party without our written agreement.
2. We reserve the right to approve any externally arranged entertainment service or activities that you have planned and cannot accept liability for any resultant cost. Our terms and conditions for external contractors may be relevant for such arrangements. You must inform us of any plans and we will provide you with the document which sets out the requirements which must be met.
3. We calculate our charges on the basis that we will provide all food and drinks that you and your party need. Your party must not bring food or drink onto our premises to eat or drink here. In the event that you breach this rule, you will be charged corkage.
4. To ensure that no statement is published concerning the college without its content by the client or by any person acting for or with the authority of the client.

5. Under no circumstances will we accept any responsibility for the loss or damage to any property including any film, video or audio visual material or to vehicles left on the Playing Fields or other College parking areas.
6. You must reimburse to us the cost of repairs of any damage to our property, contents or grounds caused by any of your guests. This may include specialist cleaning.
7. Our insurance covers Public Liability Claims where we are held liable.
8. Smoking is prohibited in all College buildings.
9. The governing law is that of England and Wales
10. Items that you need delivered:- If you need to deliver equipment or materials to the College, please let us know that it is coming and when and ensure that it is clearly labelled with the contact name, what event it is for and your company name.
11. We must comply with certain licensing and liability regulations and require you to fill in your obligations in this respect should any of your delegates be unable to correctly follow the code of suitable behaviour to us, including not smoking in bedrooms, we reserve the right to apply appropriate charges and/or terminate their stay.
12. No animals or pets of any kind, other than guide dogs are allowed on our premises.

### **Cancellation Charges Residential Conferences**

<b>Time prior to the date of the function</b>	<b>Cancellation Charge at % of the function cost</b>
More than 28 days but not more than 90 days	50%
More than 5 working days but not more than 28 days	75%
Within 5 working days	100%

The cancellation charges will not include drinks, unless specifically purchased for the event.

All other variations will be charged at the agreed rates.

If numbers are not confirmed within 72 hours, the function will be charged for the numbers attending or the latest numbers confirmed **IN WRITING.**

The price you will be charged will be our current latest price.

### **Cancellation Charges Day Conferences**

More than 31 days but less than 90 days	10%
More than 15 working days but less than 30 days	75%
Within 14 working days	100%

#### **Further Information**

For further information please contact the Catering Office on 01223 338615 or email: [catering@joh.cam.ac.uk](mailto:catering@joh.cam.ac.uk)



# Booking Form

## CONFERENCES

Title of Conference: \_\_\_\_\_

Conference Organiser's Name: \_\_\_\_\_

Main Contact Name during the Conference: \_\_\_\_\_

and Contact Telephone Number: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Names of Keynote Speakers: \_\_\_\_\_

Dates: Arrival Date \_\_\_\_\_ Start Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Finish Time \_\_\_\_\_

Number of Residents: \_\_\_\_\_

Number of Non Residents: \_\_\_\_\_

Meals: First Meal Date \_\_\_\_\_ Meal \_\_\_\_\_

Last Meal Date \_\_\_\_\_ Meal \_\_\_\_\_

Special Function Date \_\_\_\_\_ Meal \_\_\_\_\_

## MEETING ROOMS REQUIRED

Fisher Building: Date from \_\_\_\_\_ To \_\_\_\_\_

Divinity School: Date from \_\_\_\_\_ To \_\_\_\_\_

Other: Date from \_\_\_\_\_ To \_\_\_\_\_

Additional requirements and list rooms: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VAT Status - Taxable / Exempt (please delete as appropriate)

We agree that the cost of the above facilities will be in accordance with the list of charges for the period in question.

We accept the terms and conditions for this booking.

Signed: \_\_\_\_\_ Name (in caps): \_\_\_\_\_ Date: \_\_\_\_\_



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## Catering Department

*for external contractors*

*Entertainment Provider - Please announce  
the following in the event of the continuous  
sounding of an alarm:*

**“The emergency alarms are  
sounding, please evacuate the  
building using the (how many)  
emergency exits indicated by  
the green running man signs”**

**DO NOT RUN -  
walk in a calm and orderly manner**

**When outside the building,  
please await further instruction  
from a member of the College Staff**

***Thank you for your co-operation***



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REGISTERED CHARITY NUMBER 11374228