

TERMS AND CONDITIONS FOR EXTERNAL EVENTS (PRODUCTION)

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

These Terms and Conditions will form part of the Contract, together with any other terms stated in the Contract.

Definitions

'The College' and 'we' or 'us' and 'our' means either Robinson College or Robinson College Enterprises Limited, Grange Road, Cambridge CB3 9AN, whichever shall appear on the invoice issued to you in accordance with these terms. 'The Client' and 'you' and 'your' means the organising body/company and organiser responsible for the commissioning of and payment for the event. The 'Contract' means the agreement between the College and the Client for a specific booking or series of bookings.

Confirmation of your booking

- The College may at its sole discretion agree to you making a provisional booking. You may cancel provisional bookings without penalty. While we hold your provisional booking, we will not allocate the facilities that you have provisionally booked to other customers without informing you.
- If your booking is accepted, we will confirm it subject to these terms and subject to receiving a Booking Contract signed by you and us.
- The Booking Contract will clearly state the accommodation, meals and other facilities, including the numbers that you have booked and will include a clear statement of any other arrangements that have been agreed between you and us.
- You must sign the Contract and return it to us within 7 days of the date shown on the Contract. If we do not receive the signed Contract within 7 days we reserve the right to release your provisional booking and re-sell the space and facilities held.

Reductions and Other Amendments by You

- Amendments to numbers and/or arrangements must be confirmed to us in writing. As the specific details of a booking are established, the value of that booking will inevitably increase. From time to time we will issue you with updated quotations, setting out the then current value of your booking. You hereby acknowledge and agree that in the event of any cancellation of your booking any supplementary quotations issued to you shall be incorporated into the Contract for the purposes of these terms and conditions.
- Reduction in the duration or contracted value of the booking shall be subject to our Cancellation Policy.
- No charges will be made for any reductions in numbers of up to 10% from those stated on the Contract, providing we receive from you written notification of such reductions at least 7 days prior to arrival.
- Should a reduction in numbers of more than 10% from those stated in the Contract be made at any time prior to the event, we will first endeavour to re-sell any facilities and services released, to a similar value. In the event that the released facilities and services cannot be re-sold, then any reductions of more than 10% from those stated in the Contract shall be subject to our Cancellation Policy.
- Final numbers, within the terms stated in clauses 7 and 8, must be notified to us 7 days prior to arrival. These will be the minimum number for which you will be charged.
- Should you make significant changes to the programme or the expected numbers, this may result in amendments in the applicable rates and/or facilities offered by us.

Cancellation by You

- Any cancellation, postponement or partial cancellation must be received in writing from you and will take effect from the date of receipt by the College Conference Office.
- Upon receipt of such notice that you have to cancel or postpone your confirmed booking, we will endeavour to re-sell the facilities on your behalf.
- Cancellation charges will be a genuine pre-estimate of our loss, being a proportion of your pre-booked Accommodation and Room Hire (ARH) and Catering & Beverage (F&B) charges as shown in the table below.

- Cancellation charges will apply according to the cancellation notice period given by you, will be based upon the maximum number of delegates/guests attending on any one day and will be applied for each day of the event and for all parts of the event.

Applicable Cancellation Notice Period	Maximum Number of Delegates/Guests		
	30 & less	31-60	61 & more
366 days & more	Nil	Nil	60% ARH 45% F&B
365-181 days	Nil	Nil	90% ARH 65% F&B
180-91 days	Nil	30% ARH 35% F&B	90% ARH 65% F&B
90-61 days	30% ARH 35% F&B	60% ARH 45% F&B	90% ARH 65% F&B
60-29 days	60% ARH 45% F&B	90% ARH 65% F&B	90% ARH 65% F&B
28 days or less	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B

- Definitive cancellation charges due, can only be confirmed to you after the intended date of your event, when we shall reduce the charge by the net income on any alternative business we have been able to secure on your behalf.
- If a deposit and/or other pre-payments have been made by you in respect of a cancelled booking, and such amounts are less than or equal to the amount of any cancellation charges due, they shall be non-refundable.

Amendments or Cancellation by Us

- Should we, for reasons beyond our control, need to make any amendments to your booking, we reserve the right to offer alternative facilities.
- We may cancel the booking:
 - If the booking might, in our opinion, prejudice our reputation.
 - If you are more than 30 days in arrears of payments for previous events held at the College.
 - If we become aware of any significant alteration in your financial situation.

Charges and Payment

- Payment of accounts is due 28 days following the date of invoice.
- Payment must be made in pounds sterling (UKL). We reserve the right to pass on any bank charges resulting from exchange of foreign currency payments.
- In the event of payment becoming overdue, interest at four percentage points above the base rate for the time being in force of Barclays Bank plc at the date when payment became due may be added to your account for each month or part of month that the account remains unpaid.
- We reserve the right to carry out credit checks on you and to withdraw or refuse credit facilities as we feel appropriate. Should a deposit or pre-payment be required for any event, we will specify this in the Contract.
- All accounts are subject to VAT at the prevailing rate at the date of invoicing, unless your organisation is exempt.

Arrival and Departure

- The bedroom accommodation is available from 13.00 on the day of arrival, and must be vacated by 9.30 am on the day of departure, unless specific alternative arrangements have been agreed.
- The meeting rooms are available for the time shown on your contract. Any extension may incur additional charges.

Insurance and Liability

- In 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 motorcars.
- You must reimburse to us the costs of repairing any damage to our property, contents or grounds caused by any of your guests. This may include the cost of special cleaning.

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28. Our insurance provides public liability cover where we are held liable. Insurance can be arranged to protect you and your event against cancellation or abandonment with a minimum sum insured based on the anticipated payments to us. Insurance can also cover non-appearance of speakers or delegates, property damage at or to the venue or its contents, third party bodily injury and third party damage. We do not accept liability for any damages or losses except for personal injury or death caused by our negligence. Our liability to you shall under no circumstances exceed the amount actually paid in respect of your booking. We do not accept any liability for loss or damage of an indirect or consequential nature, loss of profits, goodwill or opportunity.
29. Neither party shall be liable to the other for any failure to perform its obligations under this Contract where its failure to do so is the result of events beyond its reasonable control, provided that (i) where a deposit has been paid we reserve the right to deduct the reasonable costs arising from cancellation of a Booking pursuant to this clause 26; (ii) in the event that no deposit has been paid in respect of a Booking cancelled pursuant to this clause then we reserve the right to invoice in respect of unavoidable and/or committed costs incurred in servicing the Booking; and (iii) we reserve the right to offer alternative facilities or a refund, where appropriate.

General

30. The College will not usually accept bookings which include children younger than 16 years of age. Advance booking/notice must be given to us if, by exception, parents need to bring their children to stay with them in College on an ad hoc basis. The behaviour and well-being of such children must be adequately supervised by their parents. Should parents be unable to correct any aspect of poor behaviour by their children, we reserve the right to terminate the family's stay. Should this occur, no monies will be refunded and we may charge for the entire cost of that stay termination notwithstanding. The Conference Manager's decision is final.
31. We must comply with certain licensing and statutory regulations and require you to fulfil your obligations in this respect. An appropriate performance licence is required for discos/bands.
32. Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to us, including smoking in bedrooms, we reserve the right to apply appropriate charges and/or to terminate their/your stay. Should this occur, no monies will be refunded to you and you will be charged and invoiced for the entire cost of that stay termination notwithstanding. The Conference Manager's decision is final.
33. Most food preparation takes place in our main kitchen where there is exposure to all of the prescribed allergens. You agree to advise delegates, staff, guests and other attendees accordingly and to request from them notification of any food-based allergies they may suffer. You acknowledge that without such information, we may not be able to provide food for such delegates to consume. We give no undertaking of any kind to produce allergy-safe food where we have not been given sufficient advance notice (7 days) of the requirement. You should also be aware, and you further agree to be responsible for so notifying delegates, staff, guests and other attendees, that our kitchen does not contain "isolation areas" and, while we will use all reasonable endeavours to provide food that does not contain any of the allergens that have been identified and notified to us in respect of specific individuals, we cannot give any undertaking of a level of clinical food preparation conditions that would provide an absolute guarantee of total safety from any allergen contamination.
34. Any exhibition/poster session held as part of your event will be subject to our *Terms & Conditions for Exhibitions*.
35. We will charge corkage or equivalent charges for all drinks or food brought onto and consumed on our premises.
36. No animals or pets of any kind, other than guide dogs, are allowed on our premises.
37. This contract shall be governed by and construed in all respects in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

PRODUCTION/EVENT MANAGEMENT, ENTERTAINMENT

Rooms and facilities booked:

38. It is your responsibility to ensure the suitability of our facilities for your event requirements. We will not unreasonably prevent access by you to view the site in advance of the event to check access, dimensions, floor plans, resources, supplies, etc. We will not be responsible for any losses resulting from your omission to conduct an advance site visit or to accurately determine the availability of the services and facilities you require.

Plans approval:

39. You will be required to submit written proposals in respect of:
- Stage sets/structures to be erected in any part of the College.
 - The erection, provision or supply of any electrical or other equipment in any part of the College.
 - Any particular requirements e.g. 3 phase electrical supply or audio visual facilities.
40. Such proposals must comply with our Fire and Health and Safety policies.
41. Your proposal must be received by us at least four weeks before the event and prior to your making any irrevocable decisions. We will confirm to you in writing those parts of your proposal with which we agree.
42. We reserve the right to approve any externally arranged entertainment, services or activities that you have planned and cannot accept liability for any resultant cost.

Health & Safety and Security:

43. You must carry out Risk Assessments, on the venue/facility and the proposed sets/structures/processes. These must include stipulation of areas of Health and Safety responsibility. Risk Assessments must be approved by us.
44. No additional security arrangements will be provided unless stated in the Contract. Such requirements may incur extra cost for which you will be responsible.

Power Supply:

45. The supply of power in excess of that available as standard in the room(s) must be discussed and agreed with us in advance of the event.
46. Under 'Electricity at 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, howsoever caused, resulting from the use of any equipment or display apparatus introduced into the College by you or your contractor.

Dry Ice:

47. The use of dry ice and/or smoke machines is not permitted in any area of the College as these will activate the College's fire alarm systems.

Access:

48. The times stated in the Contract include set-up and breakdown time. No additional time will be available unless separately agreed and for which there may be resultant charges.
49. Constant use of the facilities e.g. through the night for set-up or breakdown, is not included unless stipulated in the Contract and may incur additional cost in respect of any extra staff or other resources that may be required.
50. Arrival/departure times, unloading and loading arrangements, parking of vehicles during the event must be agreed with us at least one week prior to the date of the event.

Performing Rights:

51. Under section 67(2)(b) of the Copyright, Designs and Patents Act, a Phonographic Performance Ltd (PPL) licence is required where a sound recording is played by a band or DJ. If you are organising a dance/disco, it is your responsibility to ensure that your band/DJ is authorised to play recorded music. A Mobile DJ licence can be arranged for one-off events such as yours. For further information or to apply for a licence, visit <http://www.ppluk.com>. We will require a copy of the PPL licence. If you are not able to produce one, we will arrange a licence on your behalf and will pass on the applicable charge plus 10% administration cost.

Damage and Disturbance:

52. We will expect you to restore our property and facilities to the same condition you found it after the completion of your breakdown/get-out.
53. You will be held responsible for any damage caused to the fixtures and fittings and the fabric of the building, during setup, the event itself or breakdown/get-out. You must reimburse to us the cost of repairing any such damage caused by you.

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54. Any sound emanating from the event areas must be kept to a volume that does not cause annoyance/inconvenience to other visitors or College users. In the event of a dispute, the College's decision will be final. If requested to do so by the College Duty Porter, sound volumes must be lowered.

Licensing:

55. The College holds a Premises Licence which authorises it to hold the following licensable activities – performance of live music, recorded music, dance, entertainment, the service of alcohol and late night refreshments.
56. The times and areas of the College that such licensable activities may be conducted are restricted. You must check with us to ensure that you do not operate outside of the licenced times.

Emergency Procedures:

57. Fire escape signage and fire fighting apparatus must not be tampered with or covered in any way.
58. Access to emergency exits must be kept clear at all times. Blocking of doorways or exits at any time is prohibited.
59. In the event of an emergency, an alarm bell will sound continuously. During a meal, 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, i.e. after a meal during entertainment, disco etc, an announcement of the need to evacuate using the emergency exits, (see attached), must be made by your event organiser.
60. The assembly areas are the Front Court and the College garden. The Duty Porter will issue further instruction.
61. Procedures for evacuation are displayed in the room and you should familiarise yourself with the emergency exits.

END. UPDATED NOVEMBER 2016

For further Information please contact the Conference and Catering Department.

ANNOUNCEMENT TO BE MADE IN THE EVENT OF AN EMERGENCY

TO THE PROVIDER OF ENTERTAINMENT OR THE EVENT ORGANISER:

PLEASE MAKE THE FOLLOWING ANNOUNCEMENT IN THE EVENT OF CONTINUOUS SOUNDING OF THE ALARM:

THE EMERGENCY ALARMS ARE SOUNDING.

PLEASE EVACUATE THE BUILDING USING THE EMERGENCY EXITS INDICATED BY THE GREEN RUNNING MAN SIGNS.

ASSEMBLE IN THE GARDEN OR FRONT COURT AND AWAIT FURTHER INSTRUCTIONS FROM A MEMBER OF COLLEGE STAFF.

DO NOT RUN – WALK CALMLY.

THANK YOU.