

Selwyn College Cambridge

Conference and Events Office

Selwyn College Terms and Conditions of Booking

It is important for you to understand clearly when you make a booking with us, who is responsible for what. This document sets out which responsibilities lie where. This Contract is between us and you and the person who makes use of our facilities (if different). You accept responsibility for paying all charges, including any extra charges, arising under this contract.

Definitions

'The College' and 'we' or 'us' and 'our' means Selwyn College, Grange Road, Cambridge CB3 9DQ which shall appear on the invoice issued to you in accordance with these terms.

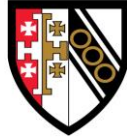
'The Client' and 'you' and 'your' means the organising body or company and the person responsible for making the booking and for payment for the accommodation and/or the person resident in the accommodation (as applicable) The 'Contract' means the agreement between the College and the Client for a specific booking. These Terms and Conditions will form part of the Contract, together with any other terms stated in the Contract.

Provisional Bookings

1. Selwyn College may at its sole discretion, agree to you making an accommodation booking on a provisional basis. This may be through the College website bed and breakfast booking page, directly with the Conference and Events Office, or through a third party intermediary. The college will provisionally hold a booking for one month from enquiry date. You may cancel a provisional booking at any time without penalty. Once a provisional booking has been made, a booking form will be sent out for you to fill in and send back to confirm your booking. The booking will remain provisional until it is confirmed with a signed booking form and deposit.

Confirmation of your booking

2. On receipt of your booking form, confirmation of your booking will be sent to you along with an invoice request for a 10% deposit which is non-refundable. Once we receive the deposit this then forms a contract between us for the event.
3. After the booking has been confirmed, final **numbers should be submitted no later than 14 days before the conference, together with a complete alphabetical list of delegates, stating the gender of each.** Also a draft programme with audio visual, public room layouts, and any special requirements (e.g. drinks, receptions or gala dinners) should be sent to the Catering & Conference Office as soon as possible.



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Cancellation by You

4. If in the unfortunate circumstance you have to cancel or partially cancel your booking the following cancellation charges apply:
 - i. Up to 29 days prior to your arrival date, we will charge 25% of the full event cost
 - ii. Between 28 days and 15 days prior to your arrival date, we will charge 50% of the full event cost.
 - iii. Cancellations within 14 days of arrival date will be charged for 100% of the full event cost.
5. Any cancellation or partial cancellation should be advised in writing to our Conference and Events Office by email: conferences@sel.cam.ac.uk
6. No refunds will be provided in the case of non-arrival.

Force Majeure:

Neither party shall be deemed to be in breach or default and neither party shall be liable under this Agreement by reason of any failure to perform any obligations under or observe any provisions of this Agreement if and to the extent that such failure is due to a cause beyond the reasonable control of either party (including without limitation Acts of God, war, sabotage, riot, explosion, acts of terrorism, Government control restriction, legislation or prohibitions, or industrial disputes) provided always that if the duration of any delay or failure exceeds fifteen days, then either party may give written notice to terminate this agreement forthwith.

Arrival/Departure

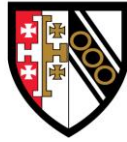
7. Bedroom accommodation is available from 14.00hrs on the day of arrival, and must be vacated by 09.30hrs on the day of departure, unless specific alternative arrangements have been agreed.

Charges and Payment

8. Accommodation bookings will require a non-refundable 10% deposit at the time of booking.
9. Payment of accounts is due 30 days following the date of invoice.
10. 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.
11. We reserve the right to carry out credit checks on you and to withdraw or refuse credit facilities as we feel appropriate.
12. All accounts are subject to VAT at the prevailing rate at the date of invoice, unless your organisation is exempt.

Liability

13. 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.



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General

14. The minimum number for bookings is 10.
15. All bookings are non-commissionable to hotel booking agents.
16. The College will NOT accept accommodation bookings for children younger than 18 years of age.
17. No animals or pets of any kind, except guide dogs, are allowed on our premises.
18. Should you or any of your party, having been given reasonable notice, be unable to correct any aspect of poor behaviour or activities unacceptable to us, including smoking in all areas of College and bedrooms, we reserve the right to apply appropriate charges and/or to terminate their/your stay. If this occurs, no monies will be refunded to you. The Catering and Conference Manager's decision is final
19. You must reimburse to us the costs of repairing any damage to our property, contents or grounds caused by you or any of your party. This may include the cost of special cleaning.
20. 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.
21. Our insurance covers Public Liability claims where we are held liable.
22. Any images shown on our website are for illustrative purposes only and are only examples. Your actual accommodation may vary from the images shown.
23. If you require accessible facilities (wheelchair use, visual or hearing impairments) you must specify this on making your booking. We have a limited amount of accessible accommodation available. We make every effort to accommodate all of our guests, but should suitable accommodation not be available we may at our sole discretion decide to cancel your booking and refund any monies. We will only do so where you have specified requirements which we are unable to meet
24. No wines, spirits or foods brought into the College may be consumed, unless contracted through the College.
25. The College must comply with all applicable licensing and statutory government regulations and will require organisers and delegates to fulfil any and all obligations in this respect. In particular, the College reserves the right to request supplementary information about bookings in accordance with its obligations under the Prevent legislation. In this respect, The College's Freedom of Speech Policy can be found at:
<http://www.sel.cam.ac.uk/wpcontent/uploads/file/Policies/Freedom%20of%20Speech%20statement%20March%202016.pdf>
and its Policy on the Management of External Events and External Speakers can be found at:
<http://www.sel.cam.ac.uk/wp-content/uploads/file/Policies/Events%20and%20Speakers%20Policy%202016.pdf>
26. The College is concerned for your health and safety. You are therefore required to adhere to the College health and safety policy, in particular the fire evacuation procedures posted around the College.
27. No external event can take place in a room or meeting place without prior approval by the Catering and Conference Manager (or nominated members of staff with delegated authority). Such decisions are made in the light of information provided by an external event organiser (who must be a specific person, acting on their own behalf or on behalf of an organisation responsible for the external event) through mechanisms approved by the nominated members of staff.
28. These Terms and Conditions may be amended, revised or updated by us from time to time.