

External Speakers and Events – Bookings by External Parties

The below Terms and Conditions are incorporated into the KX system and are automatically sent when a booking is confirmed / details sent to the Client.

(1) V.A.T:

Where applicable, prices are quoted exclusive of V.A.T. This is charged additionally, where applicable, at the current rate. In the event of V.A.T. exemption, it is the Organizers' responsibility to obtain the necessary certificate of authority from H.M. Customs & Excise. Under current legislation V.A.T. is not applicable to conferences organised solely by universities (and in some cases to conferences organised jointly by a university and another body); however, any special dinners, wines etc. incur V.A.T. at the full rate. Exemption certificates are not required in such cases.

(2) Deposits:

Accounts in respect of deposit payments are due on presentation.

The Organisers will pay a non-refundable deposit of the greater of £500.00 or £5.00 per guest (based on the number of guests referred to in paragraph 1) on signature of this contract:

(3) References and Guarantees:

All those booking a conference or event at St. Edmund Hall for the first time must provide a reference satisfactory to the College from a United Kingdom bank. In addition, where a conference is being organized by a committee or by individual(s) representing a larger body, an undertaking or guarantee from the parent body must be submitted.

(4) Details to be provided by the organisers:

The Organisers will provide the College with a typed or printed list of all delegates in alphabetical order showing accommodation, meals required and any special accommodation or dietary requirements at least four weeks prior to the first day of the conference.

IT IS THE RESPONSIBILITY OF THE ORGANISERS TO MAKE SPECIAL ADVANCE ARRANGEMENTS FOR THE NOTIFICATION OF ANY ALTERATIONS AFTER THE CLOSING DATE ABOVE.

(5) Accounts:

INDIVIDUAL DELEGATE ACCOUNTS ARE NOT PROVIDED.

The College aims to submit a single composite account to the Organisers within thirty days of the end of the conference. Payment is due on submission. In the event of any query the Organisers will pay the undisputed balance while the matter is investigated.

(6) Charges/Cancellation Charges:

(a) Upon signature of this contract, the Organisers are committed to taking up the accommodation (including meals) for the minimum number of delegates set out in paragraph 1 above.

(b) Upon provision of the lists of delegates and numbers of meals referred to in paragraph 6, the Organisers are committed to taking up (including meals) for the greater of

- (i) the minimum numbers according to the booking contract and
- (ii) the number set out in the lists provided by the Organisers.

(c) The charges in the final account will be based on the number for whom the Organisers are at the date of the conference committed to taking up accommodation, unless

(i) actual attendance exceeds the number of delegates for whom the Organisers are committed to taking up accommodation, in which case the charges will be based on the number of delegates actually attending or,

(ii) actual attendance is less than the number of delegates for whom the Organisers are committed to taking up accommodation, in which case credit will be given for any savings of cost made by the College as a result of the shortfall in attendance, and any reduction of the College's loss which results from the College being able to re-let unused accommodation or,

(iii) this booking is cancelled in which case the following sub-paragraph will apply.

(d) In the event of cancellation of this booking the Organisers will be immediately liable to pay to the College:

Cancellation prior to 3 months before start date forfeit deposit
Cancellation prior to 1 month before start date forfeit deposit plus 25% total account
Cancellation prior to 2 weeks before start date forfeit deposit plus 50% total account
Cancellation prior to 1 week before start date forfeit deposit plus 75% total account
Cancellation under 1 week before start date forfeit deposit plus 100% total account

Cancellation or alteration to any part of the booking will attract the above percentage charges for that part.

(i) the total Basic Charge in respect of the number of delegates for whom the Organisers are, at the date of cancellation, committed to taking up accommodation plus,

(ii) any Additional Charges that have been agreed at the date of cancellation; unless

(iii) any saving of costs that have been made by the College as a result of the cancellation or there are any reductions of the College's loss that results from the College being able to re-let the cancelled accommodation.

(e) In the event of either a shortfall or of the cancellation of this booking, the College will make all reasonable endeavours to re-let the cancelled accommodation, but will not be liable for any failure on its part to re-let the cancelled accommodation.

(7) Organisers' responsibilities etc.:

A representative of the Organisers will be resident in the College throughout the conference. The Organisers are responsible for the good behaviour of their delegates and will fully recompense the College for loss or damage however caused. Conference participants are recommended to make their own insurance arrangements.

In the event of misbehaviour by conference delegates, the College reserves the right to require such persons to leave the premises without compensation.

The Organiser will be responsible for the safe return of room keys at the end of the Conference. Any keys not returned will be charged at £30 per key on the final invoice

(8) Freedom of Speech:

The Organisers of a seminar, conference, meeting or other assembly are required to undertake to ensure that the principles embodied in the St. Edmund Hall Code of Practice on Freedom of Speech **and PREVENT policy** issued by the Governing Body of the College pursuant to its statutory duty under Section 43(3) of the Education (No2) Act 1986 and **Counter-Terrorism and Security Act 2015** will be upheld, and shall if so required, satisfy the College of its ability to discharge such obligations.

Event Organisers shall ensure that

- **Criminal speech, as the Public Order Act 1986, is excluded as it prohibits, by its Part 3, expressions of racial hatred, which is defined as hatred against a group of persons by reason of the group's colour, race, nationality (including citizenship) or ethnic or national origins. Section 18 of the Act says: A person who uses threatening, abusive or insulting words or behaviour, or displays any written material which is threatening, abusive or insulting, is guilty of an offence if:**
 - (a) he intends thereby to stir up racial hatred, or**
 - (b) having regard to all the circumstances, racial hatred is likely to be stirred up thereby.**
- **Speakers and audience alike are to be reminded of their responsibilities to observe the relevant College's policies on harassment and to conduct civil discussions at all times.**
- **If an event seems likely to cause security concerns, the Head of House, advised by the Domestic Bursar, reserves the right to take steps to address such concerns, such as relocating that event to premises where the safety of all participants can be properly provided for.**

(9) Media Facility Fee:

Conference charges do not include facility fees for press, television, film, radio and other media organisations which are chargeable in addition on all such activities. Advance permission is required, and the charges are negotiated between the College and the Organisers in each case.

(10) Conference Programmes:

The Organisers will provide to the College final drafts of conference programmes in time to permit amendments to be suggested. Only meal commencement times as agreed at planning meetings may be quoted in conference programmes. Unless specific arrangements are made to the contrary, delegates are expected to attend for meals within fifteen minutes of the agreed commencement time.

(11) Force Majeure:

The College will not be liable for non-performance of any obligation under this contract arising out of circumstances beyond its control.

(12) Signature

The College will only complete your booking on receipt of a signed copy of the Terms & Conditions. Please sign below to confirm that you have read, understood and will abide by these requirements.

SIGNATURE BOX