

Terms & Conditions

By signing and returning the Event Booking Form, you are accepting all University terms and conditions and also the cancellation charges detailed below:

1. Who is the contract between?

In these conditions the University shall mean The University of Wolverhampton. The Hirer shall mean:

- The person signing the application form (whether internal or external), and
- Where the person signing the form does so on behalf of an organisation that organisation shall also be considered the hirer and shall be jointly and severally liable with the person who signs the form.

2. Confirming Your Booking

The provision of the accommodation, equipment and services provided by the University shall be subject to the completion of a signed Event Booking Form and any required payments.

For Short Stay accommodation only bookings:

- The hirer is required to send full payment in advance or a purchase order and signed Event Booking Form.

For all other bookings:

- You will be required to send full payment or a sliding % scale deposit dependent upon No of guests or purchase order with a signed Event Booking Form. Sliding % scale is as follows:

Number of people	Booking Deposit
0-50 (catering and accommodation)	10% of total invoice
51-100 (catering and accommodation)	20% of total invoice
101 + (catering and accommodation)	30% of total invoice

Your event date(s) is not confirmed until you return the Booking Form with the deposit, purchase order, or full payment and the University return to you the counter signed event booking form. Upon receipt of this, the contract shall come in to effect. The University does not accept provisional bookings.

3. Rates and Availability

The University reserves the right to alter rates for services hired. You are advised to check at the time of booking. Rates and service provision are updated on an annual basis. Prices will not alter once booking has been confirmed and deposit/purchase order/full amount paid.

4. When to Pay

All accommodation only bookings must be pre-paid, for all other bookings a sliding % scale deposit is required. Deposits can be paid by credit card, bank transfer, cash or cheque.

5. Staged Payments

For event bookings of £5,000 or more, the hirer shall be required to prepay, in staged payments or pay the total value of the event, at least 10 working days prior to the event start date, as stated on the front of this form. For additional services requested within 10 working days of the event start date, the hirer will be required to pay for these services at the time of request, either by credit card, bank transfer or cash, otherwise the additional services cannot be guaranteed.

6. VAT Exemption

A VAT Exemption Application Form must be provided by you to apply for exemption status.

7. Invoices

For event bookings under £5,000, the hirer shall be invoiced for services received once the event has taken place, less the deposit paid, except accommodation only bookings which must be pre-paid in total.

8. Late Payments

If the charges are not paid within the specified time, the University reserves the right to cancel any hiring.

9. Finalising Details

At the time of making the confirmed booking, the hirer shall supply to the University particulars of the anticipated number of persons attending the functions and shall confirm final numbers not less than 10 days prior to the commencement of hire. For short stay accommodation only bookings full details to be provided at the time of confirming the booking.

10. Alcohol

No excisable liquor shall be sold by any other persons other than the licensee(s) of the University. Provided adequate notice is given, the University licensee may need to apply for a license extension, which may be required, subject to the payment of the University's reasonable costs (including legal fees in making such an application).

Licensing Act 2003

The University takes seriously its obligation to protect children from harm (physical, moral and psychological), under the Licensing Act 2003. This included protecting them from exposure to:

- Strong language
- Sexual expletives
- Adult entertainment

- Drinking alcohol
- Drug-taking
- Gambling
- Violence

Any entertainment that is provided for children, by yourselves must therefore be appropriate for children under the age of 18 years of age. Where films are being shown on the premises, only films with the use of British Board of Film Classification can be shown, for the relevant age of the child group.

With regards to alcohol, you should be aware that it is a criminal offence for children who are, or appear to be under the age of 18 years of age to be served or supplied alcoholic beverages/ no child under the age of 16 years of ages will be allowed on licensed premises between 00.00 and 05.00 hours unless accompanied by an adult. No child under the age of 16 years of age will be allowed on licensed premises that are not accompanied by a person over the age of 18 years of age. It is an offence for a person under the age of 18 years of age to consume alcohol on licensed premises (some exceptions apply).

The "Challenge 21" policy is adopted by the University and there will be Challenge 21 posters displayed wherever the sale of alcohol is taking place. In the event of a sale of alcohol being refused for reasons of underage, drunkenness or disorderly behavior there is maintained at the event a Refusals Book in which any such refusals must be logged and ready to be made available on request onto the Police, a Responsible Authority or the Licensing Authority. The Designated Premises Supervisor or the Personal License Holder deputed to have charge of the event will hold responsibility for the licensable activities carried out at the event and therefore any misbehaviour or infringements of the licensing requirements must be brought to the notice of the Designated Premises Supervisor or Personal License Holder.

11. Use of Services

The hirer shall not sub-let the hired premises of any part thereof. Any breach of this condition will render the contract cancelled and the surety fee and any other sums paid by the hirer to the University will be forfeited and the hirer and sub-hirer excluded from the premises.

All accommodation provides single occupancy and cannot be occupied by more than one person at any time. Additional guests can book and stay in a separate room, subject to availability.

12. Food and Drink

The hirer may only use the catering suppliers, provided by the University of Wolverhampton. If this condition is breached, the event may be cancelled immediately, and the surety fee and other sums paid by the hirer to the University will be forfeited and the hirer and catering supplier excluded from the premises.

13. Amendments to Services

The University reserves the right to alter the service provision of the original booking. This includes allocation of specific classroom/lecture theatres, bedrooms, use of bars, cafes, dining areas and sports facilities. Any changes which may need to be made to the booking will be notified to the hirer in writing. The hirer is not guaranteed exclusive use of the facilities.

You can request to move bedrooms; this is subject to a £25 administration charge payable upon request prior to the move being conducted.

14. Damages / Repairs

- a) The hirer shall take good care of and shall not cause damage or permit or suffer any damage to be done to the hired

premises or any part of parts thereof or any fixtures, fittings, equipment or property therein and shall make good and pay for any loss or damage thereto (including accidental damage) caused by any act or neglect of the hirer, his servants, agents or any person using any part of the premises in connection with the use of the hired premises by the hirer.

- b) In the event of such loss or damage, the surety fee shall be forfeited. If the cost of making good such damage exceeded the surety sum, the forfeit thereof shall not absolve the hirer from paying the balance of the costs of making good damage.

Room Inventory Form (Accommodation)

- c) For contracts including accommodation services, all guests are advised to complete a Room Inventory Form, obtainable from reception, within 24 hours of arrival. If not, the University of Wolverhampton reserves the right to charge for any damages found upon departure.

15. Liability

- a) The hirer shall be liable for and shall indemnify the University in respect to any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any sub-contractors or by or to any person or persons using any part of the University premises (including any fixtures, fittings, equipment or property) by reasons of the use of the hired premises by the hirer.
- b) Accommodation keys not returned by 10am on the day of departure will be charged for.

16. Insurance

- a) Under no circumstances will the University make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon any part of the premises including the hired premises, either by the hirer for his use or purposes or by any other person or left or deposited with any officer or servant of the University and the hirer must indemnify the University and hold its servants and officers harmless in respect thereof.

In particular, all short stay accommodation guests are advised to obtain their own insurance to ensure personal belongings are secure.

- b) The University shall not be liable for any loss due to the breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the hired premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled.

17. Your Responsibility

- a) The hirer shall during the period of hire be responsible for:
 - i. The efficient supervision of the hired premises including ensuring the maximum permitted number of persons on the premises not exceeded; the effective control of children; the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in cases of emergency.
 - ii. The safety of the hired premises and the preservation of good order and decency therein.
 - iii. Ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and immediately available for exits during the whole time the hired premises are in use and no obstruction shall be

placed or allowed to remain in any corridor giving access to the hired premises.

18. Risk Assessments - Health & Safety

- b) The hirer shall provide risk assessments, insurance documents, reference details, event agenda, and planning information to the University if reasonably requested to do so, within the stated timescale. If such documents are not provided the University may at its option decide to cancel the booking and the hirer will not be refunded for any monies paid up to that point.

All buildings are non-smoking

Smoking bins are provide outside

E-Cigarettes are not to be used within the University Accommodation.

- c) If the hirer fails to observe and perform any one for more of the stipulation contained in the foregoing provision of this condition the University may:
- Exclude any person or persons from the hired premises.
 - Charge to and recover from the hirer by forfeit of the surety fee or otherwise any expense incurred by the University in engaging Police Officers or other persons to secure such observance and performance.
 - Cancel any other engagement for any room or rooms in the University that the hirer may have made without incurring any liability to hirer whatsoever other than for the return of an fee paid to them therefore less and amount equal to 50% of the total fee which would otherwise have been payable in respect of such cancelled engagements which sum may be retained by the University as liquidated damage for the loss of engagements.

19. Behavior on our Site

You must ensure that you and members of your party and any guests do not contrive any University of Wolverhampton policies and procedures; in particular cause any nuisance, unreasonable disruption or pose as a threat to any employees, or to any visitor.

No overnight guests permitted in your bedroom.

No loud music or unruly behavior.

No illegal substances on site or dangerous items.

Do not interfere with fire alarms, smoke detectors, fire extinguishers, fire exits or any University property.

20. Your Responsibility for under 18 Year Olds

At the time of enquiring you must declare if you think under 18 year olds will be entering University premises. The University reserves the right to decline the booking application if the services required cannot be provided or conducted in a safe environment.

The University accepts no supervisory responsibility for under 18 year olds whilst on campus.

Not all University employees are DBS checked.

A legal safe guardian must be appointed by you to supervise and be responsible for under 18 year olds.

Minimum supervisory ratio: 15 children to 1 adult

Ensure you have appropriate insurance in place.

Accommodation for under 18 year olds is provided in separate, en-suite rooms only.

For all bookings involving under 18 year olds, a risk assessment is conducted, to include emergency contact details from the customer and to identify who the legal safe guardians are.

21. Animals

With the exception of guide dogs, the hirer shall not cause or suffer any animal in his charge of any person or persons using hired premises during the hire to enter or remain in University accommodation.

22. Departure

- a) The hirer shall at the expiration of the period of hiring leave the hired premises in a clean and orderly state to the satisfaction of the Site Manager or an authorised representative

Additional Charges - Cleaning / Damages

- b) Where any failure on the part of the hirer to observe these conditions causes the University to incur additional cleaning expenditure, such costs will be deducted from the surety fee or invoiced and if the cleaning expenses mentioned in the contract exceeded the surety fee, the hirer shall be liable to pay such additional sums.
- c) It is the hirer's responsibility to check the University facilities hired at the start of the booking to ensure they are fit for use. For accommodation refer to the Room Inventory Form. If the hirer notices any damage to equipment, furniture or any other item involved in the booking, it is the responsibility of the hirer to notify the Conference Department, otherwise if the item is found to be faulty/damaged after the booking has occurred, the hirer may be liable to the costs of repair or replacement.

23. Additional requests - Use of Pins, Screws, etc.

No bolts, nails, tacks, screws, pins or other like objects will be driven into any part of the hired premises nor any placards or any other articles be fixed therein.

24. Additional requests - Display Posters, Flags, etc.

No flags, emblems, placards, posters or other decorations shall be displayed in any part of the University or within the bedrooms without the previous written consent of the University. On no account shall any highly flammable material be used for decoration or other purposes.

25. Additional requests - Lighting fixtures, etc.

No additional lights or extension from existing electric light fitting shall be used without the previous consent of the University.

26. Additional requests - Sale of Items

No part of the hired room shall be used for the sale of furniture or other goods by auction or otherwise except when hired premises are specifically hired for the purpose of holding a sale of work or other similar hiring in any such case any auction sale shall be incidental to the main purpose of the hiring.

27. Amendments to original booking

Once the group booking has been confirmed and deposit paid, no refund will be given for any amendments to

services/numbers/dates if less than 10 working days prior to arrival.

28. Cancellation Terms

If the hirer shall cancel the hiring for either one or more engagements then the University shall be entitled to retain part of the value of the booking, as indicated below. The following cancellation charges apply for University employees and external customers are non-negotiable: -

Accommodation only bookings (individual booking)

7 days' notice given - full refund provided

Less than 7 days' notice - first 7 days charged

For all other bookings:

Deposit is always nonrefundable.

6 months' notice - 15% of current booking value*

3 months' notice - 20% of current booking value*

2 months' notice - 30% of current booking value*

1 months' notice - 50% of current booking value*

Within 1 month - 80% of current booking value*

*% rate calculated at the value of the contract at the time of cancellation, taking into account any additions and change in quantity and services booked.

29. Notice of Demand

Any notice, demand, or request by the University of Wolverhampton or upon the hirer may be sent by ordinary prepaid post addressed to the hirers address given on the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

30. University Access / Random Checks

The University reserves the right for any part of the hired premises at any time for inspection or repair.