

## **TERMS AND CONDITIONS FOR BOOKING COLLEGE ROOMS**

### External bookings

1. The individual (or 'client') who makes this booking is deemed to be the organiser of the event or activity, and must be present for the duration of the booking. The client will be personally responsible for restoring the premises to a state of good order after the meeting or activity, and must make good any damage resulting in any way from the event or activity, irrespective of those who cause the damage.
2. You must book at least 5 days in advance for a single room booking, or 2 weeks in advance for ongoing room bookings or if any catering is required.

#### *Deposits and Payment*

3. A deposit payment will be required in order to secure any room booking. The amount of this will be confirmed at the time of booking.
4. The following cancellation fees will be applicable in the case of the cancellation of any room bookings:
  - i. If a room booking is cancelled more than 1 month before the event or activity is due to take place then the deposit payment is lost.
  - ii. If a room booking is cancelled between 1 month and 2 weeks before the event or activity is due to take place the cancellation fee will be half of the total amount due (including any applicable catering costs)
  - iii. If a room booking is cancelled between 2 weeks and 1 week before the event or activity then the total room charge and half of any applicable catering costs are due
  - iv. If a room booking is cancelled with less than a week's notice then all charges (including applicable catering costs) are due.
  - v. If we cancel a booking then all fees are waived and deposit is returned.
  - vi. If any catering is cancelled but the room booking kept, the cancellation fees apply for the catering costs only.
5. In the event of payment not being received by the due date specified on the invoice, the College will pass across to the University of Oxford's Credit Control team for chasing. Late payment may incur additional charges.

#### *Catering*

6. All catering for events in our space must be booked by our in-house BaxterStorey catering team, unless the College is unable to provide for your event or activity.
7. Should you bring in your own catering, written approval must be gained by the College. Using College glasses, crockery, cutlery, and/or equipment is not normally permitted, but if agreed will be subject to additional charges.



8. No food or drink provided by the client can be sold. This includes asking for charitable donations.
9. Final numbers must be provided, at the latest, one week before the event is due to take place. Should final numbers be received after this time then we cannot guarantee to accept these. In addition, when invoicing, should we not have final numbers by this time, we will base catering costs on either the numbers provided on the initial enquiry or the final number provided by the client; whichever is greater.
10. Any dietary requirements must be with us 2 weeks in advance of the booking, in order to guarantee these can be catered for. It may not be possible to cater for these if received after this time.

### *Room use*

11. Rooms should always be left in the same layout and condition as they were at the start of the booking window. It is the responsibility of the event organiser to include enough time in the booking to allow for tidying up and moving any furniture back to its original location.
12. If the room(s) specified in the booking are not vacated within the booking window then additional charges may be applied.

### *Event details*

13. Reuben College is committed to equality, diversity, and inclusion, and as such we request that events hosted in College locations consider how to ensure their event is accessible to all attendees, and be open to making reasonable adjustments as appropriate.
14. In authorising room bookings, the College will have to regard the College's duty to protect people from being drawn into terrorism, and must always be mindful of its statutory obligation to uphold free speech, including for visiting speakers.
15. If any guests who are attending an event are minors (aged under 18), this must be made clear when the booking form is submitted for statutory safeguarding reasons. Depending on the nature of the event or activity, the College may request evidence that the individual making the booking has undergone a Disclosure and Barring Service (DBS) check; such activities are likely to include supervised teaching, training or instructing of minors.
16. A list of attendees (including event stewards, security, suppliers etc) must be sent to the Events Team a week before the event is due to take place, for fire and security purposes.
17. Some bookings may require a risk assessment to be completed and submitted to the Events Office for approval prior to the event, as an additional requirement to the standard terms and conditions. All requests for events involving alcohol must also be approved.
18. Organisers and attendees must be aware of, and adhere to, any Covid restrictions and guidelines in place at the time.



**Reuben  
College**  
UNIVERSITY OF OXFORD

Please complete and sign the table below to confirm that you have read and will adhere to these terms and conditions.

<b>NAME OF EVENT</b>	
<b>DATE OF EVENT</b>	
<b>SIGNATURE</b>	
<b>FULL NAME</b>	
<b>ORGANISATION NAME</b>	
<b>DATE</b>	