

## **1.0 Booking**

1.1 Written acknowledgement from the University of the booking being confirmed shall be confirmation that the booking has been accepted by the University.

1.2 No changes can be made to attendance numbers less than 5 working days in advance.

1.3 When booking facilities at Solent Conference Centre you are entitled to 30 minutes complementary set up time, which starts 30 minutes before your requested hire time. The team will not be available outside of these times, should you require their services.

## **2.0 Cancellations**

2.1 A 5 working day courtesy period for cancellations is required for all internal bookings.

2.2 If catering has been ordered for your event, then charges may apply should you wish to cancel.

2.3 Should money have been transferred to cover additional staffing, cleaning, services or facilities hire, then charges may apply should you wish to cancel.

## **3.0 Termination of booking by the University**

The following provision relating to the termination of the booking shall apply:

3.1 The Solent Conference Centre Team reserves the right to terminate any booking at any time prior to the hiring where it is considered that the use of the premises is likely to occasion a very real risk of disorder or damage or injury or illness to persons or property.

3.2 Should the University be required, by prior arrangement or by law, to provide facilities and/or services for any person or purpose, the Solent Conference Centre Team reserves the right to cancel the booking, even if the hiring has been previously confirmed.

3.3 Should the University be required to cancel a booking due to other commitments or campus restrictions, then the Solent Conference Centre Team reserves the right to cancel the booking, even if the booking has been previously confirmed. In the unlikely event that we must change or cancel your reservation you will be given a full refund, but we shall have no further liability to you arising out of such cancellation or modification.

3.4 The Solent Conference Centre Team reserves the right to terminate any booking without notice where serious complaints are received as to the use of the premises by the hirer.

3.5 In the event of termination of booking a proportionate part of any payment made by the hirer (or in cases of 3.1 and 3.2 above, the whole of such payment) representing the payment for the unexpired booking shall be refunded to the hirer and such refund shall be accepted by the hirer in full satisfaction of any loss or damage caused by the cancellation and the University shall have no further liability in that respect.

## **4.0 Hirer's Duties**

The hirer shall ensure that:

4.1 The total number of persons using the facilities shall not exceed the capacity of the facilities hired.

4.2 Contractors, external suppliers and other workers are not brought on to the University premises except by prior agreement with the Solent Conference Centre Team.

4.3 The attendees and all related functions are conducted in a lawful and orderly manner such that no nuisance or annoyance is caused to the University or others lawfully on or adjacent to the University premises and that the University name or standing is not brought into disrepute.

4.4 Hirers are obliged to declare to the Solent Conference Centre Team any meeting where the topic or speaker may provoke some protest at least 21 days in advance of the booking.

4.5 They comply with the reasonable instructions of the Solent Conference Centre Team for the property and efficient management and protection of the University's facilities. Should damage occur in the rooms hired by the hirer, then the hirer will be liable to cover the cost of repairs.

4.6 It is the responsibility of the hirer to ensure that he/she complies with all requirements of law referring to copyright or intellectual property rights. In addition, it is the responsibility of the hirer to ensure compliance with the law.

4.7 It is the responsibility of the hirer to ensure that all electrical equipment and wiring which is used or installed for the purpose of the hiring (other than that which is used or installed by the University staff) must conform with all relevant regulations and the hirer will indemnify the University against any damage.

4.8 It is the responsibility of the hirer of all bookings that they should instruct their attendees of the necessity to read and observe the Fire & Safety regulations posted in the University building.

## **5.0 Industrial and Other Disputes**

5.1 In the event of any Industrial disputes affecting the provision of services in the University, the University cannot accept responsibility.

## **6.0 Liabilities**

6.1 Neither party limits liability for death or personal injury or any other liability which is unlawful to exclude.

6.2 The University accepts no liability for loss arising from the failure of electricity, heating systems, water supplies, fire, flooding, or for any other cause beyond its reasonable control, which may cause the University premises, or part of them to be temporarily closed, or the booking to be interrupted, interfered with or cancelled.

6.3 The University accepts no responsibility for loss or damage to property brought on to University premises, howsoever caused.

6.4 The University accepts no liability for any consequential loss, loss of profit, loss of business, diminution of goodwill or other indirect loss or damage howsoever caused which may arrive out of, or in connection with the use (or non-use) of the University premises by event attendees, the hirer, their agents, servants or contractors.

6.5 The University's liability under this agreement shall under no circumstances exceed the amounts paid by the hirer to the University as at the date where the liability was incurred.

6.6 The hirers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of the University, where such damage has been caused by the event attendees, the hirers, their agents/servant or contractors.

6.7 The hirers shall be liable for, and shall indemnify the University against, any claims against it of whatsoever nature including, but not limited to, claims in respect of death, injury, loss or damage; where such claims are caused by, or arise from reason of the acts, omission or negligence of event attendees, the hirers, their agents, servants or contractors.

## **7.0 Insurance**

7.1 The hirers shall hold or take out public liability insurance and/or event insurance as appropriate. This should be for a minimum of £2 million, preferably £5 million. In any event the hirer should ensure that the insurance covering the above-mentioned risks should be adequate to cover all circumstances for the benefits of the hirer and the University.

## **8.0 Other**

8.1 There are certain areas around the University which are not licensed and therefore we are unable to serve alcohol in these areas. Therefore, should you wish to use a space which is not licensed and wish to serve alcohol as part of your event, then a TEN's license will need to be sourced. Further information and advice can be obtained from the Events Team.

8.2 Please note that we cannot allow any external catering onsite. This includes any catering supplier present at an exhibition or other event. Therefore, all catering will need to be ordered via the Universities hospitality Team. The Solent Conference Centre Team will confirm how catering will be managed for your event on confirmation of the booking. If we are unable to offer internal hospitality for your event, then vending will be available from the Spark building.

8.3 Please note that access to onsite kitchens at the University is not permitted and entry will be refused.

8.4 Guide dogs are allowed onsite at the University with prior arrangement. No other pets are permitted onsite at the University.

8.5 Parking is available at Solent Conference Centre but is pay and display. For more information and associated charges, please see our website: <https://www.solent.ac.uk/about/find-us>

\*\*\*The booking(s) will not be confirmed until you receive confirmation that the booking has been made by the Solent Conference Centre Team\*\*\*